

## **Aurelia G. Carter**

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### **Objective**

*To utilize my knowleged and experience participating to influence policies and regulations that affect people with disabilities.*

### **Education**

**1983-85**                      **Gateway Technical Institute**  
Pittsburgh, PA 15222  
Electronics Technician

**1983**                        **Connelly Trade Center**  
G.E.D.

### **Work Experience**

**2005 - Present**        **Director of Technical Assistance**  
Parent Education and Advocacy Leadership Center  
(PEAL)  
1119 Penn Avenue  
Pittsburgh, PA 15222

**Responsibilities in this position are as followed:** Consult and provide information, education, and training to families of children/young adults regarding special education laws and regulations.

*This position supervises other parent positions hired by PEAL to connects families to other organizations in Western Pennsylvania who can address their individual service and support needs in education and the social services areas.*

**2004-2005**                      **Family Support Coordinator**  
System of Care Initiatives  
304 Wood Street, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222

**Responsibilities in this position are as follows:**

*Consult and provide technical assistance to Family Support specialist employed at partnering communities in Allegheny County*

*Work with families who have complaints within the System of Care.*

*Work with an independent consultant to develop an independent family organization to support families who have children with the mentalhealth diagnosis in Allegheny County.*

*Work with the system of care Project Director to develop and oversee the county wide family flex fund budget.*

*Work with the System of Care Project Director on the design, and implement policies and procedures relating to family involvement, participation, and reimbursement.*

*Work with the System of Care Training and Youth Coordinators to implement training events. Presenting about family involvement at workshops and seminars at local, state, and national conferences.*

*Assist professionals across systems to work effectively and collaboratively with parents as leaders through education, consultation, etc.*

**2003-2004**

**Family Involvement Coordinator**

*Community Connections for Families  
304 Wood Street, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222*

**Responsibilities in this position were as followed:**

*Assist the Family Support Coordinator with administrative assignments as requested.*

*Other responsibilities included:*

*Assisting families in finding service and community resources, providing information non topics families identify related to their child's mental health needs, providing technical assistance and support to the five partner communities Family Support Specialists, oversee expenditures from partner communities family development budgets.*

*Providing county wide information to families and partnering community Family Support specialists on upcoming trainings, events, workshops, or community resources.*

**2002-2003**

**Disability Issues Organizer**  
Consumer Health Coalition  
Pittsburgh, PA 15222

**Responsibilities in this position were as followed:** Staff person to the Consumer Health Coalition Disability Committee. **Duties include:** researching current information regarding health policies that affect persons with disabilities, inform consumers and members of the disability committee of current issues and policies in health care. Organize trainings on healthcare issues that affect this population. Inform, organize and mobilize families and individuals with disabilities to advocate on health care issues that affect them. Serve as a liaison from the coalition to legislators, staff from the State Department of Welfare and other local and state organizations.

**2001-2002**

**Parent to Parent Administrator**  
ARC Allegheny  
Pittsburgh, PA 15203

**Responsibilities in this position were as followed:** Oversee daily operations of the Parent Support component for families of children with disabilities. Daily operations consists of managing three other staff members, completing employee timesheets, connecting and supporting families who had children from birth through adulthood, employee appraisals, designing parent education workshops, organizing family social events, collecting program data, attending family support group meetings, collaborating with other parent support groups, acting as a liaison to other local and state organizations in the disability community.

**1995-2001**

**Family Consultant**  
Family Centered Preschool Project  
Pittsburgh, PA 15212

**Responsibilities in this position were as followed:** Supporting thirty families on a yearly basis who had three to five year old children with disabilities in Pittsburgh Public Schools Early Intervention program. **Duties included:** scheduling school visits for families, data entry, assisting in the development of family friendly materials, attending IEP meetings, connecting families to community resources, serving as an agency liaison to other state and local organization in the disability community.

