



POSITION: CYSHCN Program Coordinator

SUPERVISOR: Director of Health

STATUS: Full-time, 40 hours, 12 month position, non-exempt

OVERVIEW:

The CYSHCN Program Coordinator is responsible for providing program coordination, and outreach for PPMD's health programs. The CYSHCN Program Coordinator is responsible for ensuring the continuity, fidelity, and implementation of all of health programs including the: 607, EDHI, and Family-to-Family grants. Support may come in the form of providing technical assistance to parents of children with special healthcare needs and professionals through one-on-one individualized technical assistance (i.e. telephone, mail, and email), outreach and workshops/training. The CYSHCN Program Coordinator will work collaboratively with the Parent Connections Coordinator, the Partnership Coordinator and the Director of Health to ensure the integration of all health programs.

KEY RESPONSIBILITIES:

- Provide individual assistance and support to parents of children with disabilities and special healthcare needs regarding special education, and health care access.
- Promote parent/educator partnerships by supporting families of children with disabilities, special educators, specialists, and administrators to increase parental engagement in special education and healthcare.
- Work with the PPMD health team to conduct outreach communities by distributing materials at community gathering places and resource fairs to ensure program visibility.
- Create and facilitate health-related trainings/workshops/fact sheets to satisfy deliverables for the health grants.
- Provide support to ensure that project deliverables are met by working collaboratively with other members of the health team.
- Coordinate the logistics for the Community of Care (CoC) and the EDHI meetings and EDHI Learning Communities.
- Coordinate the logistics for the Health Team meetings.
- Create and develop written materials for the monthly newsletter.
- Create and maintain relevant partnerships around the state to further the mission of PPMD and ensure the growth and viability of health programs.



- Develops and maintains cooperative working relationships with parent leaders, agencies, and organizations and at the state level to further the mission of PPMD.
- Maintain accurate and up-to-date files and documentation online for complete and timely grant reporting.
- Attends necessary and mandatory training activities, including the PPMD staff in-service.
- Other duties as assigned by the Director of Health.

REQUIRED QUALIFICATIONS, SKILLS and KNOWLEDGE:

- Strong verbal and written communication skills in English.
- Prior experience assisting other families to obtain appropriate services and supports for their child and family members.
- Familiarity with state and local resources and how to access them.
- Ability to use Microsoft Office software such as: Word, Excel, and Power Point effectively.
- Track record of respect for others' experiences, opinions, language, values, culture, and knowledge.
- Demonstrated commitment to teamwork and collaboration.
- Strong knowledge of special education, DDA system, Maryland's healthcare system, social services, resources, and information for people with disabilities.
- Available for flexible work hours (some evenings and weekends as needed).
- Reliable transportation.

Salary will be determined depending upon qualifications and experience. Family member or parent of child with a disability and/or special healthcare needs is preferred.

To be considered for this position, please send your resume and cover letter to careers@ppmd.org by January 23, 2019.

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