



POSITION: Autism Specialist
SUPERVISOR: Executive Director
STATUS: Full-time 40 hours, 12 months, At-will non-exempt Employee

Overview:

The Autism Specialist is responsible for providing technical assistance to parents of children with disabilities/special healthcare needs and professionals through one-on-one individualized technical assistance (i.e. telephone, mail, and email) workshops/training, coordination of autism-related activities for grants, and assisting with creating the performance report for grants related to autism.

Key Responsibilities:

- Provides technical assistance (i.e. information, coaching, and resources) to parents regarding special education/healthcare access for children and youth with Autism Spectrum Disorder (ASD).
- Conducts outreach to parents of children who have ASD especially parents who are typically underserved and under-represented.
- Conducts workshops/training programs in communities in the state for parents of children and youth with ASD and the professionals who provide services.
- Assists in providing information to the public about PPMD, partnership development, and educational activities with various organizations and professional groups.
- Collects and inputs information provided to parents/professionals and evaluation reports in Salesforce on a daily basis.
- Create training materials and fact sheets relevant to parents of children with disabilities and special healthcare needs.
- Assists with performance reports.
- Coordinates conferences for parents and providers of children with ASD.
- Disseminates written information and materials to parents and professionals.
- Develops and maintains cooperative working relationships with parent leaders, agencies, and organizations in assigned regions and at the state level to further the mission of PPMD.
- Attends necessary and mandatory training activities, including the PPMD staff in-service.
- Any other task assigned by the Executive Director.
- Other activities as required.

Technology:

The Parents' Place of Maryland • 802 Cromwell Park Drive • Suite Q • Glen Burnie, MD 21061
P: 410.768.9100 • F: 410.768.0830 • www.ppmd.org



- Enter data on a weekly basis into Salesforce.
- Responsible for writing articles or fact sheets for PPMD newsletters.

Financial:

- Assist the Executive Director with identifying potential PPMD Board Members.
- Identify at least one potential funding source.

Required Qualifications, Skills and Knowledge Requirements:

- Education:
 - Bachelor's Degree or combination of education and relevant experience
- Experience:
 - Experience in working with a diverse population of families, children/youth, and professionals.
 - Experience providing outreach, family engagement, and collaborating within the community to resolve concerns.
 - Experience in providing training to adult learners.
 - Experience in coordinating grants.
 - Experience in accessing the Autism Waiver.
 - Experience in working with the ASD population birth-age 21.
- Skills:
 - Excellent written and verbal communications skills required.
 - A solid foundation in special education law (federal and state), early intervention policies, and healthcare.
 - Excellent planning, communication & organizational skills.
 - Ability to interact with a diverse population.
 - Knowledge of state and local community and resources.
 - Ability to work flexible hours.
 - Reliable transportation.

Salary will be determined depending upon qualifications and experience. Parents of children with disabilities and/or special health care needs are encouraged to apply. **To be considered you must submit a resume and cover letter <https://www.ppmmd.org/careers/>. This position is open until filled.**

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