



POSITION: Parent Partner
SUPERVISOR: Director of Health and Outreach
STATUS: Part-time, up to 20 hours, 12 months, non-exempt

OVERVIEW:

The **Parents' Place of Maryland (PPMD)** is recruiting a **Parent Partner** to work on a grant-funded initiative. We are seeking individuals with a strong commitment to improving outcomes for Maryland Children and Youth with Special Health Care Needs (CYSHCN). PPMD is a nonprofit organization whose mission is to empower families and improve family professional relationships.

PPMD seeks a part-time **Parent Partner (PP)** to serve as a Family Resource Specialist to coordinate with pediatric primary care providers and specialty care practices in a **Pediatric Medical Home/Care Coordination Enhancement Project** to provide high-quality, culturally competent services leading to positive outcomes for CYSHCN and their families. The PP will foster positive relationships with professionals.

KEY RESPONSIBILITIES:

- Represent the perspective of families with CYSHCN;
- Participate in training and orientation sessions;
- Provide information, technical assistance, referrals to community-based services, and parent-to-parent support to families of CYSHCN;
- Assist families of CYSHCN to navigate multiple systems including early intervention, education, health care, and community-based service systems;
- Assist professionals to provide family-centered, culturally competent, coordinated care;
- Collect and analyze evaluation information; prepare reports as needed;
- Maintain records and information that support project under direction of supervisor;
- Other responsibilities as needed.

REQUIRED QUALIFICATIONS, SKILLS and KNOWLEDGE:

- Must be a veteran parent (child five+ years old) of a child with special needs and have experience navigating education and health systems;
- Outstanding planning, communication & organizational skills;
- Excellent outreach, family engagement, and community collaboration skills;
- Excellent written and verbal communication skills;
- Knowledge of local community and resources;
- Ability to work flexible hours;
- Access to reliable transportation;
- Basic computer skills;



- Bilingual in English/Spanish is a plus
- Work is performed in a medical facility or a general office environment.

Certification or licensing requirements

Valid Driver's License

The Parents' Place of Maryland is an equal employment opportunity employer.

Closing Date: Open until filled

Compensation for this position is \$17/hour. 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.

Parents' Place of Maryland is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status or any other basis covered by the federal and Maryland state law.