



**POSITION:** Bilingual Parent Educator  
**CULTURE/LANGUAGES:** Spanish/English  
**STATUS:** 40 hours, At-will non-exempt Employee

**Overview:**

The Bilingual Parent Educator is responsible for helping families understand and navigate special education and healthcare services; conduct training workshops; ability to conduct training workshops in Spanish/English; provide language and cultural support; assist families to access resources, information and services; assist parents in collaborating with schools to develop appropriate Individualized Education Programs; advocate for multicultural families of children with disabilities and special healthcare needs.

**Key Responsibilities:**

Family Services and Community Partnership Engagement and Outreach:

- Provide individual assistance and support to parents of children with disabilities regarding special education, and health care access in Spanish/English is a plus.
- Culturally and linguistically explain special education, healthcare, related information and resources to ensure families' understanding of the issues.
- Conduct trainings in Spanish/English.
- Outreach to underserved communities to identify and recruit families of children with disabilities and special healthcare needs participating in our programs and services.
- Promote parent/educator partnership by supporting families of children with disabilities, special educators, specialists, and administrators to increase parental engagement in special education and healthcare.
- Work as a collaborative team member with other community organizations to conduct family events and fulfill other project related responsibilities.
- Outreach to diverse communities by distributing materials at community gathering places and resource fairs to ensure program visibility.

Administration:

- Maintain accurate and up-to-date files and documentation online for complete and timely reporting.
- Maintain confidentiality of family information.
- Attend program and staff meetings and training as determined by leadership.
- Other duties as assigned by the supervisor.



**Qualifications:**

- Bilingual in Spanish/English with strong verbal and written communication skills in both languages.
- Family member or parent of child with a disability and/or special healthcare needs is preferred.
- 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.
- Strong computer skills and able 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
- Knowledge of special education, healthcare, DDA system, social services, resources, and information for people with disabilities
- Proven ability as an effective communicator and strong advocate for people with disabilities and special healthcare needs and their families
- Available for flexible work hours (some evenings and weekends as needed)
- Have a car to drive for work purposes and a valid MD state driver's license and vehicle insurance

Salary will be determined depending upon qualifications and experience. Parents of children with disabilities and/or special health care needs are encouraged to apply.

*The 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.*