



Parents Reaching Out

Healthcare Program Director Full Time/Part Time, Non-exempt Job Posting

Position Summary:

Oversee the Family-to-Family Healthcare Information Center by providing seamless support to families by delivering pertinent information to guide and educate families in assessing choices and making decisions regarding their child with special healthcare needs.

Job Responsibilities:

- Respond to family requests for information and content regarding health care for children with disabilities and special health care needs with quality, well-educated and current information. Develop and present workshops for parents and professionals throughout the state.
- Organize focus groups and training opportunities that highlight family-centered care. Ensure family representation at these events.
- Provide detailed and informed presentations to families, professionals, and other relevant community groups, on topics to include healthcare options, Medicaid waiver program, social security income, healthcare transition, and supporting decision-making.
- Develop and update materials pertinent to the work of the project in order to support families understanding of the healthcare system.
- Create supportive and collaborative relationships within the community to help further agency goals.
- Maintain records with compliance requirements under HIPPA.
- Prepare narrative reports as required by the funding source (annual reports, evaluation reports, and others as required).
- Provide supervision to the project staff including hiring, training, and evaluation.
- Monitor project performance and adjust project activities to ensure the quality and timely completion of the project goal(s) and objectives.
- Collaborate with other PRO projects to coordinate activities.

Desired Qualifications:

- Knowledge of the disability community pertaining to assessing healthcare services.
- Outstanding planning, communication, training, and organizational skills.
- Experience in planning and conducting dynamic, interactive training in-person and using technology for diverse groups of people.
- Demonstrated excellent communication skills.



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- Working knowledge of technology necessary to perform job function (Microsoft Word, PowerPoint, Excel, and data entry).
- Experience working with others in a guidance role.
- Own transportation and flexibility for occasional in-state travel. Workshops are scheduled during both daytime and evening hours.

Education and Experience:

- **Bachelor's Degree** in a related field (social work, education, human services, etc.). Adequate level of education and/or experience may be substituted for a degree.
- **Valid driver's license and insured automobile required.**
- Bilingual in Spanish/English preferred.

Physical Requirements

- Works in home-based and office/classroom-style environment.
- Much of the work is completed while sitting and/or standing.

Individuals with a disability and parents of an individual with a disability are strongly encouraged to apply.