

The Ohio Coalition for the Education of Children with Disabilities (OCECD) is seeking a Bilingual (Spanish/English) Multicultural Information/Trainer Specialist to join our team. Our organization is looking for an individual that wishes to use their skills to assist our organization meet its duties as a non-profit organization and responsibilities as the Parent Training and Information Center for Ohio (PTI).

**JOB DESCRIPTION**  
**MULTICULTURAL INFORMATION SPECIALIST/TRAINER/  
INFANT HEARING FAMILY OUTREACH PROJECT SUPPORT**

**BASIC FUNCTION:**

PROVIDES INFORMATION AND ASSISTANCE TO PARENTS/ FAMILIES IN ASSIGNED AREA OF THE STATE OF OHIO, (**ASHTABULA, CUYAHOGA, ERIE, GEAUGA, HURON, LAKE, LORAIN, MEDINA, MAHONING, PORTAGE, SANDUSKY, SENECA, SUMMIT, AND TRUMBULL**). MAINTAINS AND ORGANIZES OFFICE AND RESOURCE MATERIALS FOR FAMILIES. CONDUCTS INDIVIDUAL/GROUP TRAININGS/WORKSHOPS AND PERFORMS TRAINER DUTIES FOR OCECD. REPORTS TO EXECUTIVE DIRECTOR AND THE ASSISTANT DIRECTOR, WHO ALSO SERVES AS OUR STATEWIDE MULTICULTURAL DIRECTOR.

**RESPONSIBILITIES:**

**PARENT ASSISTANCE/TRAINING FOR SPANISH SPEAKING FAMILIES**

- Assists parents by phone and/or in person to understand special education rules.
- Assists parents by providing information/resources (emailing/ mailing).
- Assists parents with contacting school personnel to assist in child receiving appropriate services.
- Assists parents by referrals and locating services to support their children's education.
- Assists parents by attending in person, virtual, or conference calls parent meetings, IEP meetings, evaluation review (ETR) meetings, administrative reviews, resolution sessions, mediations, and other meetings, as necessary to provide information/support to families for the educational advancement of their children with disabilities, or at risk.
- Obtains knowledge and keeps up-to-date on federal regulations rules, state standards rules, proficiency tests, behavior modifications, IEP, 504, ADA, and any special education related information to assist families in the best way possible.
- Becomes knowledgeable about community resources to share with families, such as Help Me Grow; Bureau for Children w/ Medical Handicaps; Women, Infant, Children's

nutrition program; Supplemental Security Income; Medicaid waivers, Services by Board of DD, Head Start, etc.

- Keeps up with the organization and on-going development of PLANEEO empowerment Spanish speaking parent group in the assigned area of the State

## **WORKSHOPS/PRESENTATIONS**

- Conducts workshops for parents (individual or groups) and professional groups on IEP's, Rights, Section 504, ETR, IEP Clinics, and all other OCECD topics, when requested.
- Some light material handling/lifting of training materials will be necessary.
- Overnight stays may be necessary for some trainings, depending upon the distance from Home.
- Provides presentations to groups about OCECD and the parent perspective on Disabilities.
- Learns all topical information and presentation skills for all OCECD's trainings.

## **OCECD REPRESENTATIVE**

- Research/Outreach the assigned Ohio Region organizations and agencies to build a collaborative relationship to support the mission of the Coalition
- Meets with agencies or organizations and/or presents to acquaint them with OCECD. (May sit on Task Forces/Committees when asked by the Executive Director or Assistant Director)

## **KEEPS COMPLETE RECORD FOR SUBMISSION (TRAINING WILL BE PROVIDED)**

- Enter Consumer & Professional Contact records in our Case Management System
  - a. Complete all required information for each type of record.
  - b. Ensure that all automatic communication tracking is recording.
  - c. Manually enter all other communication.
- Enter Manual Tracking for interactions between OCECD staff
- Enter all required data for Meetings and Trainings
- Ensure that all data is entered before the 10<sup>th</sup> of the following month
- Submits Meeting Participant Lists, Travel Report
- Submits other forms as necessary and requested by OCECD main office
- Submits training forms when training is confirmed, minimum of 2 weeks prior for shipment of materials

## **OTHER**

- Attends regular staff meetings. Participates in zoom calls/conf calls/webinars and virtual meetings, and some conferences. Assists with OCECD conference or meeting arrangements when requested by OCECD's Directors. Filing and typing and organization for own office.

## **OTHER ASSIGNED DUTIES (INFANT HEARING FAMILY OUTREACH PROJECT)**

- Assists when requested the Infant Hearing Program Support Specialist by connecting with non-English speaking and Spanish speaking parents for early intervention or diagnostic testing, through use of translation service agencies or if individual is multilingual, within 7 days of receipt of contact form
- Makes up to 3 calls to family, marks response, and sends back form to Program Support Specialist
- Make referrals to Help Me Grow and Part C and shares with families information about the PTI
- Participates in monthly Infant Hearing Programs internal meetings when requested
- Participates in monthly Infant Hearing Program calls when requested
- Participates in Infant Hearing Program subcommittee meetings when requested

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

Position is a full-time contract with benefits, salary is commensurate with experience. A home office is required for this job. May require day travel to support families across the region of coverage in Ohio. To learn more about our organization, our mission, and our work, please visit: <https://www.ocecd.org/AboutUs.aspx> OCECD is an equal opportunity employer. Our organization celebrates diversity and is committed to creating an inclusive environment for all employees.

Interested applicants should send a cover letter, their resume, and any copy of transcripts (unofficial) to the Executive Director, Dr. Lisa Hickman a [lisah@ocecd.org](mailto:lisah@ocecd.org). Review of applications will begin January 31, 2022 and continue until the position is filled.