

Sample Job Description: Autism Identification Team Parent Partner

Excerpts from OCCYSHN/OHSU's template

For questions: Tamara Bakewell, OCCYSHN Family Involvement Coordinator, 503-494-0865

POSITION SUMMARY:
This position with the Oregon Center for Children and Youth with Special Health Needs is a 10 hour per month position reporting to the OCCYSHN Family Involvement Coordinator. The purpose is to provide support to families of young children with Autism Spectrum Disorders, suspected ASD, or other developmental delays before, during, and immediately after evaluation by OCCYSHN's Autism Identification Teams. Parent Partners model positive family/professional partnerships.

KEY RESPONSIBILITIES:		
Key Responsibilities & Performance Standards	% Of duties	Essential Function (Yes/No)
1 Participate as members of Autism Identification teams, attend scheduled meetings as a full partner on the team, serve as a liaison between families and the team	30	Yes
2 Drawing on personal experience, assist families as they go through the evaluation process: make pre-appointment phone calls, meet and greet at evaluation, and be present with families during the time a diagnosis is given	30	Yes
3 Drawing on personal experience, provide culturally-appropriate support for families, assist in identifying and providing community resources, and offer short-term follow up with families as requested by them.	30	Yes
4 Participate in monthly Parent Partner training webinars and/or phone meetings and participate in annual two day onsite training.	5	Yes
5 Using OHSU secure email and telephone, communicate regularly with supervisor. Submit time card monthly on a timely basis	5	yes

Qualifications	Required	Preferred
Education:	<ul style="list-style-type: none"> High School Diploma 	
Experience:	<ul style="list-style-type: none"> Four or more years of experience as the parent or primary caretaker of a child or youth who experiences Autism Spectrum Disorder Experience using community systems of care for children/youth with Autism Spectrum Disorder 	
Job Related Knowledge, Skills and Abilities (Competencies):	<ul style="list-style-type: none"> Ability to use email and texting. Knowledge of autism-related services and supports Positive collaboration and team-building skills Understanding of diverse cultural, geographic, and social issues that impact families with special needs 	<ul style="list-style-type: none"> bilingual

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	<ul style="list-style-type: none"> • Strong communication skills, including writing skills 	
Registrations, Certifications and/or Licenses:	n/a	Not applicable
Compliance:	<ul style="list-style-type: none"> - Code of conduct - Respect in the workplace - Applicable policies, procedures and agreements related to position, department or OHSU as a whole 	Not applicable

WORKING CONDITIONS: *This may include such items as work schedule, work location, travel and environmental exposures such as noise, human tissues/fluids or radiation.*

This position conducts its work from an offsite location and requires access to necessary telecommunications/computer to meet the demands of the position. Must have transportation to travel to community meetings and activities. May be asked to drive a rental car to work locations in other communities

PHYSICAL DEMANDS & EQUIPMENT USAGE: *This describes the physical requirements necessary to perform the essential functions of this position. Example: Ability to carry and lift up to 50 pounds. Ability to stand for four continuous hours a day.*

Must be able to lift up to 25 pounds, move meeting room furniture as needed, and travel by car or airplane as required by the scope of work.

This document was developed as part of the ACCESS Project. The ACCESS Project (Assuring Comprehensive Care through Enhanced Service Systems for Children with Autism Spectrum Disorders and other Developmental Disabilities) was supported by a federal Health Resources & Services Administration grant to the Oregon Center for Children and Youth with Special Health Needs at Oregon Health & Science University (HRSA Grant #H6MMC26249) for the period September 1, 2013 through December 31, 2016.