

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Parent Consultant

SERIES NO.:

6935

MAJOR AGENCIES:

Ohio Department of Health only

EFFECTIVE DATE

SERIES PURPOSE:

The purpose of the parent consultant occupation is to serve as parent consultant (i.e., as parent of child with special health care needs) to provide consultation to individual parents of children with special health care needs, parent support groups & state & county agencies regarding Bureau for Children with Medical Handicaps (i.e., BCMH) program.

Note: Whenever the term "parent" appears, such refers to birth parent, adoptive parent, foster parent or legal guardian or other person who stands in the place of a parent.

This class is reserved for use by the Ohio Department of Health only.

CLASS TITLE:

Parent Consultant

CLASS NUMBER:

69351

EFFECTIVE DATE:

06/26/1994

CLASS CONCEPT:

The full performance level class works under general supervision & requires thorough knowledge of Bureau for Children with Medical Handicaps (i.e., BCMH) program & Federal Maternal Child Health Services Block Grant (i.e., MCH) goals & objectives in order to serve as parent consultant (i.e., as parent of child with special health care needs) & provide consultation to individual parents of children with special health care needs, parent support groups & state & county agencies regarding Bureau of Children with Medical Handicaps program & consult with BCMH staff on issues faced by parents of children with medical handicaps.

CLASS TITLE Parent Consultant	CLASS NUMBER: 69351	BARGAINING UNIT: 12
-----------------------------------------	-------------------------------	-------------------------------

EFFECTIVE DATE

06/26/1994

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

As parent of child with special health care needs, serves as parent consultant & provides consultation to individual parents of children with special health care needs, parent support groups & state & county agencies regarding Bureau for Children with Medical Handicaps (i.e., BCMH) program & additional program resources (e.g., SSI, Medicaid, Family Resources, educational system) for which their child may be eligible, plans & directs activities regarding parent issues, consults with BCMH staff on issues (e.g., educational, access to medical care, coordination of resources among systems) faced by parents of children with medical handicaps, develops information & news releases for BCMH newsletter & other agency newsletters (e.g., In Health, Snapshot, MR/DD newsletter) concerning variety of subjects (e.g., coordination of services, support group meetings, changes in policies & procedures), provides guidance to BCMH staff in preparation of materials & publications (e.g., parent brochures, bureau newsletter, form letters regarding services, appeal processes, application instructions) directed toward parents & sits as ex-officio member on BCMH Medical Advisory Committee & coordinates & presents information on parent issues considered for BCMH policy development by medical advisory committee members.

Consults with bureau chief & other administrative staff regarding family centered care & community issues (e.g., coordination of services between agencies; need of BCMH providers in rural areas; multiple agency use coordination); participates in Maternal Child Health block grant activities (e.g., serves on various planning committees & assists in development of goals & objectives); serves as member of interdisciplinary team to assess progress of BCMH program to ensure delivery of more family centered care; serves as ex-officio member on BCMH Medical Advisory Committee.

Visits local health departments, children's hospitals & other agencies to provide education concerning family centered care, BCMH program & other information (e.g., resources beyond medical care) in regards to children with special health care needs (i.e., CSHCN); promotes Ohio's CSHCN program with other states.

Interacts with parents in regards to BCMH appeals process (e.g., response time; procedural expectations; logistical information); plans, coordinates & attends regional workshops & seminars statewide; makes recommendations regarding Maternal Child Health block grant objectives; makes recommendations regarding BCMH policies as related to family centered care for children with special health care needs; advises parents & parent groups on how to negotiate systems for their children with special health care needs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of policies, rules & procedures governing financial & medical eligibility for Bureau of Children with Medical Handicaps (i.e., BCMH) program & related resources (e.g., SSI; Medicaid; educational system); Maternal Child Health (i.e., MCH) block grant objectives; working with advocacy groups concerned with children with special health care needs (i.e., as parent of child with special health care needs); public speaking; public relations; legislative process*. Ability to define problems, collect data, establish facts & draw valid conclusions; complete forms &/or applications related to BCMH program & related resources; communicate verbally & in writing; develop written materials & publications (e.g., pamphlets, form letters, BCMH newsletters); write news releases regarding BCMH program & activities; handle sensitive inquiries from & contacts with parents of children with handicaps; act as group leader.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 yrs. exp. working with advocacy groups (e.g., Spina Bifida Coalition; Families For Acceptable Care & Treatment; Association for Retarded Citizens) concerned with special health care needs for children with medical handicaps; must provide own transportation. Must be parent of child with special health care needs in accordance with Federal Maternal & Child Health Bureau block grant regulations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.