



**Job Title:** Bilingual Program Specialist    **Supervisor:** Project Director

**FLSA:** Non-Exempt

**Location:** Lake County

**To applicants:** To apply for this position, please send a letter of interest that includes any relevant experience to Human Resources via email at [cs@hrpartnershipsinc.com](mailto:cs@hrpartnershipsinc.com) or via fax to (317) 663-0879. Please call if you have questions, issues or concerns: (800) 213-5208.

**Job Summary:** Responsible for supporting local parents through consumer engagement, instructional leadership, community engagement, administrative duties, reporting and recording.

**Job Details:** This position consists of a 20 hour per week commitment.

**Key Areas of Accountability:**

1. **Consumer Engagement:** Responsible for providing individualized assistance or training to parents and professionals as needed; Responsible for conducting outreach activities; Responsible for providing follow-up assistance and materials to individuals who attend trainings; Responsible for providing referrals, linkage, and other information to parents; Responsible for maintaining ongoing contact with PSVs.
2. **Instructional Leadership:** Responsible for conducting the marketing, planning, implementation and evaluation of parent training workshops with emphasis on events for Spanish speaking families; Responsible for assisting in the planning of bi-annual in-service training; Responsible for scheduling and participating in PSV training and in-service opportunities.
3. **Community Engagement:** Responsible for participating in local special education and/or disability related activities or boards and committees with emphasis on those who serve Spanish speaking families; Responsible for participating in agency related activities, including regional and statewide conferences.
4. **Reporting and Recording:** Responsible for recording activities and parent demographic information; Responsible for collecting and compiling on-site and follow-up evaluation data; Responsible for reporting and recording information as needed.

**Minimum Job Qualifications:**

- Spanish fluency is required
- A track record of excellent performance in the employee's current position.
- One to two years special education experience.
- Must have a valid driver's license in the state of Indiana and auto insurance coverage.
- Knowledge of federal and state laws pertaining to the education of infants, toddlers, children and young adults with disabilities is required.
- Additional requirements include excellent writing, organization, communication, and problem solving skills along with basic computer skills and the ability to work effectively with the general public.



**EEO Statement:** It is the policy of IN\*SOURCE to provide equal employment opportunity (EEO) to all persons regardless of race, creed, color, religion, sex, national origin, veteran status, ancestry, age, genetic information, physical or mental disability, or any other characteristic protected by law. In addition, IN\*SOURCE will provide reasonable accommodations for qualified individuals with disabilities.