



## **Bilingual Program Coordinator Job Description**

The Bilingual Program Coordinator is committed to Central Oregon Disability Support Network's values, mission, and vision; promotes the organization and performs a wide variety of program initiatives, including:

- Develop annual training and outreach plans for assigned counties for families that speak Spanish.
- Develop and coordinate programming with management specific to the Spanish speaking community, including:
  - Increasing public awareness of CODSN by actively pursuing and generating partnerships with Spanish speaking families, community partners, stakeholders and local education agencies
  - Attending activities such as resource fairs, information fairs and various other activities on a local, regional and/or national basis
  - Serving on national/state/local committees as approved by supervisor.
  - Delivering promotional, educational, and informational presentations and trainings
- Provide resource and referral to community partners, families and stakeholders especially to those that speak Spanish
- Provide Spanish Interpretation for families and community partners as needed
- Translate into Spanish written materials as needed
- Provide direct assistance to all families however with an emphasis on those that are Spanish speaking
- Follow data collection requirements
- Perform miscellaneous job-related duties as assigned
- Attend staff meetings and mandatory events annually

### **Knowledge, Skills and Abilities Required Include:**

- Excellent written and oral communication skills in English and Spanish
- Knowledge and understanding of disability related systems (i.e. special education, developmental disability services, mental health) or demonstration of adeptness to acquire quickly
- Initiative and ability to work both independently and in a team environment
- Experience providing peer delivered family support (i.e. parent led group, organization, initiative and/or involvement)

- Ability and comfort presenting to diverse audiences
- Strong organizational and planning skills; the ability to learn quickly and adapt to expectations
- Cultural Competency in supporting and working effectively with a wide range of families and community partners in diverse communities; including those that speak a language other than English or other underserved/underrepresented communities
- Strong written and oral communication skills
- Experience with Microsoft Office Suite, Google Drive, email and databases

### **Distinguishing Characteristics:**

- Demonstrated proficiency in understanding CODSN's values, mission and vision
- Experience with disability – such as a parent or family member of a child experiencing disability
- Knowledge of Person-Centered Planning
- Community Organizing experience working in collaboration with community partners and stakeholders
- Training and event coordination experience
- Understands and uses person first or identity first language

### **Working at CODSN:**

- Travel is required for this position and work will be performed in a variety of settings including: the community (local, regional and statewide), the administrative office and the field or home office as applicable
- Activities and events may require working in the evening or weekend
- Reimbursement for eligible expenses and mileage
- Professional Development
- Cell phone allowance
- Family friendly environment
- Flexible scheduling with approval
- Paid holidays, medical insurance and paid time off are available for those working 30 hours a week or more.

### **Hourly Employee**

**Pay Range (\$20.00-\$25.00 per hour)**

**Disclaimer:** This description is intended to describe the general nature and level of the position and should not be construed as an exhaustive list of all responsibilities, duties and skills required.

CODSN is an equal opportunity employer that values diversity of all kinds. It is our policy to ensure that all individuals are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation, expression, or veteran status.