

**JOB DESCRIPTION**  
**PEDIATRIC PRACTICE ENHANCEMENT PROJECT**  
**PARENT CONSULTANT**

The position of the Parent Consultant will be central to the development of the Pediatric Practice Enhancement Project in Family/Pediatric Practices to assist in providing a “Medical Home” for Children with Special Health Care Needs (CSHCN) and their families. The Parent Consultant will be employed by the Rhode Island Parent Information Network (RIPIN) and be a parent of a child with SHCN, preferably with experience and / or comfort working in a medical setting.

The duties and roles of the Parent Consultant will include:

1. Assisting in identifying Children with Special Health Care Needs at the Pediatric/Family Practice.
2. Conducting intake and follow-up interviews.
3. Introducing children and families to the CEDARR Family Center and other support services within the community.
4. Monitoring care coordination to assess accommodation of family strengths/needs.
5. Conducting home, school or community visits as necessary to support families.
6. Helping families to identify and understand the eligibility criteria for various benefit/entitlement programs through federal, state and /or local public agencies.
7. Assisting families in accessing insurance or other financial assistance for health care through RIte Care health plans, commercial insurance or other programs.
8. Providing resource information to families through peer family supports and educational materials.
9. Assisting in data collection, surveys, assessment and reporting as required to support Pediatric Practice Enhancement Project.
10. Advocating for and promoting the “Medical Home” for Children with Special Health Care Needs.
11. Collaboration with CEDARR Family Center to facilitate rapid response in service delivery, i.e. communication, attain releases, transmit medical records.
12. Participation in staff meetings and trainings with HEALTH, RIPIN, and CEDARR Family Centers.

Parent Consultant job responsibilities will not include:

1. Carrying out medical duties.
2. Giving medical advice.
3. Taking on reporting duties ordinarily carried out by physicians or nurses.
4. Performing bookkeeping or clerical functions (other than program specific record keeping).