

MECDHH/GBSD HRSA Grant Contracted Position Opportunity

Position: Parent Consultant

Pay: \$27 an hour for 25 hours a week for 48 weeks (total of \$32,400)

Date Issued: April 13, 2026

Scope of Work: The Parent Consultant will be asked to provide expertise in all areas associated with parent support for families of children who are suspected to be deaf or hard of hearing or identified as deaf or hard of hearing including but not limited to:

- Provide follow-up contact with families of a child who referred on their newborn hearing screening, did not receive a newborn hearing screen, needs follow-up testing or has been identified as deaf or hard of hearing.
- Provide parent to parent support to families including those with a new or confirmed identification; share information on resources and make referrals when authorized by parent.
- Make referrals for the Guide By Your Side (GBYS) Program as desired by families and follow up to ensure enrollment.
- Send follow-up letters to families as needed.
- Document all contacts with families, providers and others in the Maine Children's Health Screening and Tracking System (Maine CHSTS).
- Provide ongoing contact with the Maine Newborn Hearing Program (MNHP) Program Coordinator of children who require audiological testing until the child passes or is identified as deaf or hard of hearing to ensure the Program Coordinator is kept up to date on upcoming appointments.
- Maintain a record of all calls and texts, emails and letters including the date they were made and provide this record to the Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD) on a monthly basis.
- Maintain a record of all calls and texts, emails and letters including the date made to families explaining resources and whether a referral was then made to Guide By Your Side and/or Early Intervention and Family Services (EIFS) and provide this record to MECDHH/GBSD on a monthly basis.
- Maintain a record of children for follow-up contact and provide this record when requested.
- Contact primary care providers for those children who refer on the NHS who need audiology follow up to ensure they are aware of these appointments and can discuss with the family.
- Provide ongoing contact with the primary care providers (PCP) of children who require additional audiological testing until the child passes or is identified as deaf or hard of hearing to ensure the PCP is kept up to date and can encourage follow up with the family.
- Advocate for services that are family-centered, community based, comprehensive, coordinated and culturally competent.

- Work in collaboration with Maine Hands & Voices, Guide By Your Side, and EIFS.
- Serve as a liaison between MNHP, Community Resources and Child Development Services.
- Consult with MNHP staff to review state achievement of recommended benchmarks of screening by one month, audiological evaluation by three months of age and enrollment into early intervention services by six months.
- Work with MNHP and MECDDH/EIFS staff on quality improvement (QI) issues and projects.
- Assist with development and review of materials such as surveys, brochures and other documents as appropriate.
- Work in conjunction with the Maine Newborn Hearing Program Coordinator and MECDDH/GBSD in development of parent/family programs.
- Developing and participating in presentations and trainings as needed with stakeholders including birth hospitals, audiologists, PCPs and others
- Maintain confidentiality.
- Other duties as assigned.

Qualifications: The successful candidate must have the following qualifications:

- Be a parent of a deaf or hard of hearing child.
- Live in the State of Maine
- Exceptional written and verbal abilities.
- Strong computer skills.
- Demonstrated organizational skills.

Job Requirements:

- Some travel across the state as well as some out of state travel with overnight travel.
- Flexible scheduling to meet the needs of the Program and to be able to contact families at a wide variety of times.
- Weekly Zoom meetings during training and then monthly Zoom meetings with MNHP Coordinator.
- Participate in meetings with the CDC/HRSA team as needed.

Required conferences/trainings:

- Maine's Conference for Professionals and Families of DHH Children
- When funding allows and upon Maine HRSA team invitation:
 - Early Hearing Detection and Intervention National Conference

Please send cover letter and resume to:

Lori Levesque, Director of HR

Maine Educational Center for the Deaf and Hard of Hearing/Gov. Baxter School

One Mackworth Island

Falmouth, ME 04105

E-mail: lori.levesque@mecdhh.org

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