



## Health Coordinator Fulltime

### POSITION SUMMARY

The Family Support Health Coordinator will support and supervise all VFN staff serving families of children and youth with special needs and others around health and medical issues.

### QUALIFICATIONS

Bachelor's degree and five years experience, or equivalent combination of education and experience, in social work, education, or related field required. Experience working in a nonprofit organization helpful.

Experience parenting a child with special needs required.

Proven leadership, managerial, and communication skills, several years experience working with families, and knowledge of disability-related issues necessary. Should also be grounded in the principles of family-centered care and committed to improving the lives of children with disabilities and their families

### PRINCIPAL DUTIES

#### Grant Management

- Manage, report on, and supervise the activities of the following grants: Children with Special Health Needs, Family to Family, Developmental Disabilities, Medi-match, among others
- Serve as lead in writing grant proposals
- Oversee grant budgets in collaboration with other grant managers
- Coordinate activities to evaluate program effectiveness, i.e. survey families, educators, providers, and others annually
- Attend grant manager meetings, i.e. CSHN quarterly meeting and Family to Family annual meeting
- Work in tandem with Education Leader to ensure grant objectives and families' needs are met

#### Supervision

- Support, supervise, and evaluate staff to ensure effective and consistent implementation of grant goals and activities
- Work in tandem with Education Coordinator

- Provide leadership and ensure training for grant staff to assist them in developing grant related knowledge and skills
- Serve as voice for grant staff on management team, identifying needs and solving problems
- Provide oversight of ILHEP project
- Share front line responsibilities with family support staff
- Approve requests for CTO, professional development, and schedule changes for grant employees

#### Training and outreach

- Train trainers in areas of parent support, special education, and disability related topics
- Interact with outside partners to ensure collaboration with similar-mission agencies, promote family-centered practices at the local and state levels, and enhance family leadership opportunities

#### **SUPERVISION**

Reports to Executive Director

#### **APPOINTMENT**

100% FTE, 37.5 hours/week, 12 months/year