



FAMILY RESOURCE COORDINATOR

Children's Integrated Services - Early Intervention Program (CIS-EI)

POSITION SUMMARY

As a member of the Chittenden County CIS-EI, the Family Resource Coordinator (FRC) will identify and help families with children from birth to three years access early intervention services and other community resources, and assist the Vermont Family Network (VFN) in meeting all federal and state guidelines for the CIS Early Intervention Program. An FRC draws from their own experiences to provide empathetic and informational peer-to-peer support to parents/caregivers and partners with team members to ensure a family-centered perspective.

QUALIFICATIONS

Personal experience parenting a child or family member with special needs
Knowledge/experience accessing service systems for families of young children
Commitment to family-centered approach in philosophy and practice
Clear oral and written communication and active listening with others
Ability to collaborate with families, providers, and agencies
Ability to prioritize and manage time and workload
Ability to work independently and as a team member

PRINCIPAL DUTIES

- Understand, communicate and carry out the mission and philosophy of VFN
- Maintain confidentiality and respect for families at all times
- Uphold sensitivity to cultural differences
- Facilitate adherence to Individuals With Disabilities Education Act (IDEA) Part-C requirements
- Act upon all referrals to CIS-EI
- Maintain tracking forms of all active and in-process children within specified timelines
- Coordinate services and co-visits within Children's Integrated Services
- Maintain communication between all providers/community partners including direct and consultative CIS providers, local school districts, medical professionals, etc.
- Discuss options for, and role of, service coordinator with family
- Initiate referrals for the multidisciplinary assessments, contact and follow through with evaluation providers
- Support multidisciplinary developmental evaluations and assessments to determine initial and continued eligibility for CIS-EI

- Attend regular Collaborative Team meetings, participate in discussions related to referrals, evaluation planning, and children with active One Plans
- Communicate with collaborative team about system changes and professional development opportunities
- Facilitate the development of the One Plan with families and team members
- Complete, maintain and disseminate records in compliance with Federal/state regulations, Medicaid or other third party billing, and track monthly the status of children enrolled
- Support multi-disciplinary developmental evaluations and assessments
- Conduct developmental screenings when needed
- Assist in completion of Child Outcome Summary forms
- Provide ongoing support for families in accessing early intervention services, identifying other community resources and supports, and assisting families in meeting their self-identified needs.
- Facilitate review/revision of One Plan as required or requested by families
- Facilitate appropriate transition planning to Essential Early Education (EEE) or other community services
- Ensure families are connected to a natural support system
- Maintain current and comprehensive information on community-based resources
- Assist/guide families with the completion of applications or other paperwork in order to connect to community resources
- Empower families to make decisions and advocate by providing adequate information and guidance
- Participate in professional development training/in-service opportunities for a minimum of ten hours each year to increase skills, knowledge of family-centered care, and issues related to young children and their families
- Attend regularly scheduled supervision, CIS-EI and VFN meetings
- Assist with CIS/EI and VFN activities as requested
- Follow Mandated Reporter requirements for child abuse and neglect under the State of VT Law

SUPERVISION

Reports to Family Resource Coordinator Supervisor

APPOINTMENT

1.0 FTE 12 months/year

SALARY GRADE

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