



## **Family Support Consultant – Mental Health**

### **Health Care and Rehabilitation Services (HCRS)**

### **Northwestern Counseling and Support Services (NCSS)**

### **Counseling Service of Addison County (CSAC)**

#### **POSITION SUMMARY**

The Family Support Consultant provides family centered information, referrals, and assistance to families of children with special health needs, individuals, and professionals individually over the phone and in person, and through trainings and workshops. The Mental Health specialist supports families whose children are experiencing mental health or emotional behavioral issues.

\* All VFN employees must be fully vaccinated against COVID-19 unless due to medical condition that precludes vaccination or religious objection to the vaccine.

#### **QUALIFICATIONS**

- Experience parenting a child with disabilities or special health needs
- Strong written and verbal communication and presentation skills
- Knowledge of community resources, including the Vermont Agency of Human Services, particularly children's mental health system of care
- Ability to communicate and empathize with people from all walks of life
- Knowledge of effective helping methods
- Ability to maintain required records and statistics and be well-organized
- Ability to work independently
- Familiarity with MS Office products
- Ability to participate remotely for group and individual meetings

#### **PRINCIPAL DUTIES**

##### **Mental Health**

- Assist families in navigating mental health and developmental services, special education, Section 504, and transition services, substance abuse treatment systems, and other relevant areas

- Collaborate with Designated Agency's staff servicing children and families with mental health needs in Franklin/Grand Isle, Windsor, Windham and Addison counties
- Serve on Local Interagency Teams
- Facilitate and develop agenda for the monthly Children's Standing Committee
- Conduct outreach activities to inform partners of VFN and Designated Agencies' services and encourage referrals and collaboration
- Attain high level of knowledge regarding field of children's mental health in Vermont and serve as content expert for family support team
- Participate in state level advocacy to improve mental health and related services for children, youth, and families; support families in advocacy efforts by identifying those willing to share their stories
- Collect and report data on families served to document unmet needs, family concerns, and systems issues

#### Individual Assistance

- Provide support by telephone, email, or in person to families of children and youth with special needs, professionals, and others regarding the education system, community resources, transition, and related topics
- Coordinate family support with other VFN staff to assist parents in accessing services
- Research and disseminate information and become knowledgeable about pertinent laws and regulations, community resources, and other topics as needed
- Attend Coordinated Services Plan meetings in the Act 264 parent representative role and support families before and after meetings
- Keep up to date records regarding contacts with families, professionals, and community members
- Acquire knowledge of and develop collaborative relationships with local resources
- Promote and follow VFN 's mission and guiding principles, emphasizing collaboration with others

#### Administrative

- Record and maintain database records of contacts with families and professionals
- Prepare reports and other paperwork as necessary
- Attend staff meetings and other meetings as required
- Participate in staff development activities
- Serve on committees and councils as needed

### **SUPERVISION**

Reports to the Family Support Co-Director of VFN, and attends regular check-ins with designated staff at each of the three Designated Agencies.

### **APPOINTMENT**

24 hours/week, 12 months/year

This position is grant funded and contingent on continued funding.

If interested, please submit letter of interest and resume to [HR@vtn.org](mailto:HR@vtn.org) or by mail to HR, Vermont Family Network, 600 Blair Park Rd., Suite 240, Williston, VT 05495.

Diversity, equity, and inclusion are key values within Vermont Family Network. We are committed to building and sustaining an inclusive, equitable working environment for all our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions that are in alignment with our mission, vision, and values.