



## **FAMILY ENGAGEMENT COORDINATOR**

### **Temporary**

#### **POSITION SUMMARY**

The Family Engagement Coordinator will identify evidence-based approaches, practices, and activities to strengthen understanding and collaboration among stakeholders around Family Engagement efforts in each of the 11 Children's Integrated Services (CIS) regions in Vermont.

#### **QUALIFICATIONS**

- Knowledge of the Vermont CIS system and the community agencies that hold the CIS contracts throughout Vermont
- Possess strong written and verbal communication skills as well as strong presentation skills
- Experience working independently and with diverse groups
- Able and willing to travel to meetings throughout Vermont
- Experience with data management systems such as Salesforce, virtual platforms such as Zoom, and Microsoft 365 preferred
- Experience with project management and report writing
- Experience parenting a child with disabilities or special health needs preferred
- Ability to work at home and/or in the office as determined by VFN based on needs of program, safety, and agreement between employee and supervisor
- Must be fully vaccinated against COVID-19 unless due to medical condition that precludes vaccination or religious objection to the vaccine

#### **PRINCIPAL DUTIES**

##### **Creation of Outreach Plan**

- Collaborate with the CIS state team to develop an outreach and coordination plan regarding timelines, assessments and communications with the 11 CIS regions
- Identify existing data sources, reports, and resources through assessment tools for each of the 11 CIS regions
- Identify points of contact and stakeholder groups for the 11 CIS regions
- Create an outline of proposed outreach, data collection, and consultation activities to promote family engagement practices and opportunities across the CIS service system
- Meet as needed with the Director of CIS and the Part C Coordinator to report out on work plan

### **Regional Development**

- Identify and offer strategies, resources, and activities to enhance family engagement practices and to increase leadership opportunities for families of children who are receiving CIS services
- Host bi-monthly community conversations at the Regional and State level
- Identify and document a project/activity/training need in up to 11 regions and develop/write a proposal to meet that need for an agency to submit to the State
- Ensure that the need identified enhances the Regional CIS team's ability to support families who live in the region to interact with other families connected with CIS, learn about services offered, develop leadership skills, partner with CIS quality improvement work

### **Administrative/Report Writing**

- Understand, communicate, and carry out the mission and philosophy of VFN
- Prepare necessary reports required by the CIS state team in a timely manner including the Recommendations Report
- Present the final Recommendations Report to multiple audiences including the CIS State Team, Vermont Interagency Coordinating Council, and the 11 CIS Regional teams and stakeholders which includes families
- Attend VFN staff meetings and other meetings with the CIS state team and CIS regions as required
- Participate in staff development activities when able
- Prepare time reports and other paperwork as necessary

### **SUPERVISION**

Reports to Executive Director and Co-Director of Family Support

### **APPOINTMENT**

1 FTE, 37.5 hours/week through September 30, 2023

### **SALARY GRADE**

C

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.