



Family Support Program Co-Director, Health

POSITION SUMMARY

The Family Support Program Health Co-Director will support and supervise all VFN staff serving families of children and youth with disabilities/special health needs and others around health, medical and developmental issues, working collaboratively with the Family Support Education Co-Director to integrate supports and services for families served by Family Support, and leverage all Family Support resources.

QUALIFICATIONS

- Experience parenting a child with a disability or special health need required.
- Bachelor's degree required.
- 3-5 years of experience in social work, health, education, or related field required, including several years of experience working with families
- Proven leadership, communication, management of people and grants, and advocacy skills
- Knowledge of disability-related issues, early care, health, and education resources
- Grounded in the principles of family-centered care and committed to improving the lives of children and youth with disabilities/special health needs and their families across the lifespan
- Must be fully vaccinated against COVID-19 unless due to medical condition that precludes vaccination or religious objection to the vaccine

PRINCIPAL DUTIES

Grant Management

- Manage, report on, and supervise the activities of the following grants: F2FHIC, CSHN, NERGN, Flutie, and other Family Support grants as required.
- Oversee grant budgets and deliverables in collaboration with Family Support Education Co-Director.
- Coordinate activities and analyze data to evaluate quality and effectiveness of Family Support programs, i.e. survey families, educators, providers, and others annually, in collaboration with FS Education Co-Director.
- Attend grant manager meetings, i.e. DS state meetings, VDH meetings, and F2FHIC/Family Voices/P2P/AMCHP annual conferences; others as required.
- Create and approve invoices
- Assist in researching and writing of new proposals, in collaboration with other VFN Directors.

Supervision

- Train, support and supervise staff to ensure effective and consistent implementation of grant goals and activities and integration of Family Support.
- Provide leadership and ensure focused, effective training for staff to assist them in developing grant related knowledge and skills as Family Support Consultants.
- Serve as voice for staff on VFN's Leadership Team, identifying needs and solving problems
- Approve requests for CTO, professional development, and schedule changes for Family Support employees, ensuring needs of program are covered.
- Assist in coverage of all Family Support duties when needed.
- Work in tandem with Family Support Education Co-Director to ensure grant objectives and families' needs are met.

Training and Outreach

- Train trainers in areas of parent support, special education, and disability related topics when needed/able.
- 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.
- Oversee database development, implementation, and reporting outputs, in collaboration with Co-Director of Education.
- Oversee Family Support publication production and website and social media content.

Leadership

- Represent Family Support on the VFN Leadership Team; support organizational decision-making, including strategic planning and sustainable funding efforts.
- Represent Vermont landscape on national calls
- Present/participate/engage Board at VFN Board meetings on topics related to Family Support programs.
- Advocate for families and VFN programs through grant-related committees and the legislature.
- Assure ongoing funding for Family Support programs as well as seeking out potential areas to expand and grow Family Support.
- Develop and maintain strong collegial relationships with partners and funders.
- Monitor and remain current with state and federal policies, with the focus on health-related issues, affecting families of children with disabilities/special health needs.
- Collaborate with CEO and other VFN Directors in analyzing data to inform policy work and future funding.

SUPERVISION

Reports to President/CEO

APPOINTMENT

37.5 hrs/week, 12 months, exempt

SALARY GRADE

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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.

