



## FAMILY SUPPORT CONSULTANT

### POSITION SUMMARY

The Family Support Consultant provides family centered information, referrals, and assistance to families, individuals, and professionals through trainings and workshops as well as individually.

### QUALIFICATIONS

- Must have experience parenting a child with disabilities or special health needs
- Possess strong written and verbal communication skills as well as strong presentation skills
- Be well-organized and able to maintain required records and statistics
- Able to work independently and with a diverse population
- Able to host occasional evening or weekend trainings
- Able to flex schedule as needed for meetings with providers/families
- Able and willing to travel to meetings in surrounding areas
- Experience with data management systems such as Salesforce, virtual platforms such as Zoom, and Microsoft 365 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

#### Training and Outreach

- Promote the mission and goals of Vermont Family Network through outreach to families, health care providers, educators, hospitals, schools, agencies, organizations, community members and others
- Provide in-person, telephone, or virtual support and information to families of infants, toddlers, children and youth with disabilities or special health needs and others regarding education, health, disabilities, and community resources
- Assist families in identifying and accessing services and supports
- Make follow up calls to families/others as needed
- Record information regarding contacts with families, professionals, and community members in database
- Acquire knowledge of and develop collaborative relationships with local resources

- Seek out and support parent groups representing families of infants, toddlers, children and youth with disabilities and special health needs and others by providing information regarding education, health services, mental health services, disabilities, and community resources
- Organize and conduct relevant workshops and trainings, including regional conferences, for families, professionals, youth, and community members in collaboration with other VFN staff
- Conduct workshops covering a range of topics including special education and healthcare financing
- Conduct VFN outreach activities including presentations
- Work collaboratively with professionals and partners on grant deliverables
- Collect family stories and photos for use in marketing materials and on the organization's website
- Represent family voice at local and state level committees and/or councils
- Manage stipend payments to families and distribution of other funding opportunities
- Oversee specific family support programs when assigned such as but not limited to Family Faculty, Sibshops, Family Support Funds, and Parent Matches.
- Other duties as needed including but not limited to special projects such as: creating/updating publications, developing e-newsletter articles, or other grant-specific tasks

#### **Administrative**

- Understand, communicate, and carry out the mission and philosophy of VFN
- Prepare time reports and other paperwork as necessary
- Attend staff meetings and other meetings as required
- Participate in staff development activities
- Data entry

#### **SUPERVISION**

Reports to Co-Directors of Family Support

#### **APPOINTMENT**

.67 FTE, 25 hours/week

#### **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.