



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

### **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.

### **QUALIFICATIONS**

- Must have experience parenting a child with disabilities or special health needs
- Possess strong written and verbal communication and presentation skills
- Possess knowledge of community resources, including the Vermont Agency of Human Services, particularly children's mental health system of care
- Be well-organized and able to maintain required records and statistics
- Able to work independently and with a diverse population
- Able to flex schedule as needed for meetings with professionals or families
- Able and willing to travel to meetings in surrounding areas
- Experience with data management systems such as Salesforce, virtual platforms such as Zoom/Teams, 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

### **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
- Conduct outreach activities to inform partners of VFN and available services and encourage referrals and collaboration
- Collaborate with Designated Agency's staff servicing children with mental health needs and their families
- 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 disabilities, 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 and Local Interagency Team 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 Co-Director of Family Support, Education

### **APPOINTMENT**

15 - 37.5 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.