



Family Support Consultant – Funding Coordinator

POSITION SUMMARY

The Family Support Fund Coordinator manages and administers financial assistance programs for Vermont families with children who have disabilities or special health care needs. This position oversees both the Medically Necessary Supplement and Respite Fund programs, working directly with families to evaluate needs and process applications.

QUALIFICATIONS

- Must have experience parenting a child with disabilities or special health needs
- Experience with grant administration preferred
- Knowledge of Vermont healthcare systems and community resources, including strong knowledge of medical terminology
- Background in case management or social services preferred
- Strong communication and interpersonal skills
- Ability to maintain confidentiality and handle sensitive information
- Be well-organized, detail oriented, and able to maintain accurate records and statistics
- Able to work independently and with a diverse population
- 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

PRINCIPAL DUTIES

- Review and process applications for medical expense and respite care assistance
- Verify eligibility criteria including Vermont residency, age requirements, and income levels
- Evaluate medical documentation and letters of necessity from healthcare providers
- Coordinate with families to develop appropriate respite care plans
- Track fund disbursements ensuring compliance with program limits (\$1,500 medical, \$1,200 respite)

- Process W-9 forms for payments exceeding \$600
- Connect families with additional VFN programs and community resources
- Maintain accurate records of all fund disbursements and supporting documentation
- Collaborate with the Vermont Department of Health Children with Special Health Needs program
- Ensure funds are distributed as a last resort after other resources are explored

Administrative

- Understand, communicate, and carry out the mission and philosophy of VFN
- Work as a team member within the VFN Family Support Team
- Prepare time reports and other paperwork as necessary
- Attend staff meetings and other meetings as required
- Participate in staff development activities

SUPERVISION

Reports to Co-Director of Family Support, Health

APPOINTMENT

1 FTE, 37.5 hours/week, 12 months/year

This position is grant funded and contingent on continued funding.

If interested, please submit a letter of interest and resume to HR@vtfn.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.