Family Support Consultant – Mental Health

POSITION SUMMARY

The Family Support Consultant provides family-centered information, referrals, and assistance to families of children with disabilities, individuals, and professionals individually over the phone and in person and through trainings. The Mental Health specialist supports families whose children are experiencing mental health or emotional behavioral issues and works with community organizations and state partners to elevate family voice.

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 work as a team member as part of the VFN family support team
- 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

Direct Family Support

- Support families in Act 264/CSP meetings and serve on Local Interagency Teams
- Provide support by telephone, email, or in person to families of children and youth with disabilities, professionals, and others regarding mental health services and support, education system, community resources, transition, and related topics
- Coordinate family support with other VFN staff to assist parents in accessing services

Community Engagement and Advocacy

- Conduct outreach activities to inform partners of VFN and available services and encourage referrals and collaboration

- Collaborate with community organizations, mental health agencies and state agencies that support children with mental health needs and their families
- Support families in advocacy efforts through educational opportunities and informational resources
- Participate in recruiting families to provide family voice representation on local and state level committees and other policy-making groups and working committees

Program Development and Training

- Attain high levels of knowledge regarding children's mental health system of care in Vermont and serve as content expert for family support team
- Research and disseminate mental health information/resources and coordinate workshops for families
- Attend/exhibit/assist in planning state level events relating to children's mental health

Data Collection and Reporting

- Collect and report data on families served to document unmet needs, family concerns, and systems issues
- Record and maintain database records of contacts with families and professionals and attendance at events
- Prepare reports and other paperwork as necessary

Administrative and Professional Development

- Attend staff meetings and other meetings as required
- Participate in staff development activities
- Promote and follow VFN's mission and guiding principles, emphasizing collaboration with others
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SUPERVISION

Reports to Director of Family Support

APPOINTMENT

20 hours/week, 12 months/year

VFN's offers a family-friendly work environment and compensation package as follows:

- Hourly rate starting range: $22.00 to $24.00
- CTO: 32 days per year, prorated by FTE
- Benefits (health, dental, vision, life insurance, 401(b))
- Holidays: 11 holidays per year

This position is grant funded and contingent on continued funding.

If interested, please submit 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.

Vermont Family Network is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law.