Family Support Consultant - Health

POSITION SUMMARY

The Family Support Consultant provides family-centered information, referral, and individual assistance through Vermont Family Network's (VFN) statewide Family Support Helpline, and coordinates the Family Faculty program, which partners families with health sciences and medical education programs to teach family-centered care through lived experience.

QUALIFICATIONS

- Must have experience parenting a child with disabilities or special health needs
- Strong written and verbal communication skills
- Well organized and able to maintain required records, data, and statistics
- Able to work independently and with a diverse population of families and professionals
- Able to flex schedule for occasional evening sessions and travel to meetings in surrounding areas
- Experience with Salesforce, Zoom, and Microsoft 365 or similar tools preferred

PRINCIPAL DUTIES

Family Support and Helpline

- Provide in-person, telephone, or virtual information and support to families of children and youth with disabilities or special health needs regarding education, health, and community resources, and assist families in identifying and accessing services, with follow-up as needed
- Record contacts with families, professionals, and community members in the database in accordance with grant reporting requirements
- Develop collaborative relationships with local and statewide resources and support parent groups
- Oversee specific family support programs when assigned, such as Sibshops, Family Support Funds, and Parent Matches

Family Faculty Program

- Coordinate the Family Faculty program, including recruiting, onboarding, and supporting family presenters
- Schedule parent panels, class presentations, and home visits with partnering higher education and medical education programs
- Manage presenter stipends in accordance with VFN policies and federal grant requirements, and collect feedback to support program quality and reporting

ADMINISTRATIVE

- Understand, communicate, and carry out the mission and philosophy of VFN
- Prepare time and effort reports and other paperwork as necessary, consistent with federal grant requirements
- Attend staff meetings and participate in staff development activities
- Other duties as needed, including special projects and grant-specific tasks

SUPERVISION

Reports to Co-Director of Family Support, Health

APPOINTMENT

Part-time, 20 to 25 hours/week, 12 months/year

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

- Hourly rate starting range: $22.00 to $24.00
- PTO: 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 a letter of interest and resume to HR@vtfn.org.

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.