



## **Family Support Consultant – Community Outreach and Engagement**

### **POSITION SUMMARY**

The Family Support Consultant provides family-centered information, referrals, and assistance to families, youth, individuals, and professionals, specifically focusing on outreach and connection with underserved communities.

### **QUALIFICATIONS**

- Must have experience parenting a child with disabilities or special health needs
- Must have experience working with underserved communities and understanding their specific needs
- Must possess strong cultural awareness skills and ability to work with diverse populations
- Must demonstrate excellent 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 collaboratively with community partners
- Able to coordinate community events, workshops, and outreach initiatives
- Able to flex schedule as needed for meetings with community members, organizations, or stakeholders
- Able and willing to travel to meetings in surrounding areas
- Experience with data management systems, virtual platforms, and Microsoft 365 preferred
- Ability to work at home and in the office as determined by the organization based on the needs of the program, safety, and agreement between employee and supervisor

### **PRINCIPAL DUTIES**

#### Community Outreach and Engagement

- Work collaboratively with community partners and organizations to identify and address the needs of underserved communities.
- Promote Vermont Family Network's mission and goals through outreach to families, youth, community organizations, and stakeholders in underserved communities.
- Provide in-person, telephone, or virtual support and information to families of youth with disabilities or special health needs and others regarding available resources, services, and support.

- Work collaboratively with professionals and partners on outreach goals and grant deliverables.
- Represent community voice at local and state level committees and councils
- Record information regarding contacts with families, professionals, and community members in a database
- Organize relevant workshops and trainings, including and regional conferences for families, professionals, and youth in collaboration with other VFN staff and professional partners.
- Develop and maintain community and outreach resources on the VFN website
- 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-Director of Family Support, Health

#### **APPOINTMENT**

20 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](mailto: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 discover, design, and deliver solutions that align with our mission, vision, and values.