



## **Job Description**

### **FAMILY SUPPORT PARTNER**

#### **JOB OVERVIEW:**

The Family Support Partner (FSP) is a full-time salary position. This position requires an individual who has lived experience with complex behavioral health issues in general and as a caregiver of a young child with behavioral health issues. The FSP adds value to the team through their ability to engage families at a level that people without this experience cannot. They will help families navigate uncomfortable environments, identify and engage natural supports, and assist families to build skills and increase their self-efficacy.

#### **DUTIES & RESPONSIBILITIES:**

- Develop effective, trusting relationships with families using a client centered approach & best practices
- Offer mentoring and support to families by helping them with system navigation, emotional support, and connecting them to community resources
- Work with the family on crisis intervention and problem solving skills
- Maintain proper records on case files and/or other activities as instructed
- Help families achieve wellness and autonomy by advocating in partnership with them
- Accurate tracking of all time spent with each family
- Communicate with families to determine level of understanding of their child's diagnosis and situation and have the ability to offer relevant information.
- Participate in regular staff meetings
- Attend all required training to ensure individual and professional growth
- Participate and refer families to regular support group meeting
- Travel to families' homes in the St Louis Metropolitan Area

#### **QUALIFICATIONS REQUIRED**

- Successful applicants/candidates must be a primary caregiver (biological parent, Kinship caregiver, foster parent, adoptive parent) of a child, youth or young adult who has received or is receiving behavioral health services
- The eligible candidate must have progressed far enough along in their own parental journey that they are now capable of supporting another parent who is experiencing similar challenges connecting to available resources, navigating systems, and handling day-to-day life
- Be driven to make a difference in the lives of children and families
- Maintain well-organized records and accurate case notes with timely computer entry
- Ability to use technology on the go including a smart cell phone, tablet, Wi-Fi
- Must be able to maintain a professional work environment

- Must be an effective and professional communicator.
- Excellent communication and negotiation skills.
- Ability to maintain confidentiality of very sensitive information.
- Reliable transportation and appropriate insurance are required
- Able to maintain a flexible schedule
- Able to travel and stay away from home overnight
- High School diploma or equivalent; AA degree is preferred
- Independent and self-motivated, able to comply with and enforce deadlines
- Positive team player with strong ability to work in a fast-paced environment
- Capable of handling multiple tasks
- Must be able to handle constructive criticism.
- Proficiency with Microsoft Office products
- Ability to lift 25 pounds

### **QUALIFICATIONS PREFERRED**

- Minimum of 2 years of training and/or experience in advocacy of related life experiences
- Good working knowledge of the System of Care, Special Education Laws and Procedures and knowledge of other child serving agencies
- Skilled in non-violent crisis intervention and de-escalation techniques

**SUPERVISORY RELATION:** This position reports to VCR's Director of Family Support Services

**SALARY AND BENEFITS:** Salary range: \$35,000 - \$40,000. Health benefits include medical, dental, vision.

**Interested Candidates should send a cover letter and resume to [jhammonds@visionforchildren.org](mailto:jhammonds@visionforchildren.org)**

### **Legal Statement**

The above information on this description has been designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job.

Equal Opportunity Employer