

**Family Support Partner/Community Services Coordinator
ASK Family Services**

JOB TITLE: Family Support Partner/Community Services Coordinator
TIME/HOURS: 40 hours/week
FLSA STATUS: Non-Exempt
WAGE/SALARY: \$14.00
BENEFITS: Full
SUPERVISOR: Family Services Manager

PURPOSE:

The Family Support Partner/Community Services Coordinator (FSP/CSC) provides information, peer to peer support and education to family members receiving services and to community members as a whole. In this role, the FSP/CSC builds partnerships with parents and professionals, and is committed to promoting a non-judgmental and respectful attitude with regards to families, community partners, and service providers. The FSP/CSC focuses on the needs of the parent/caregiver and 1) helps the parent recognize self-efficacy, 2) promotes the parent perspective, 3) builds partnership values between families, communities and system stakeholders.

ESSENTIAL JOB FUNCTIONS:

1. Meet, greet and welcome families to ASK services.
2. Build mutual respect, confidence and trust with family.
3. Provide non-judgmental support to families, community partners, colleagues, and other service providers.
4. Utilize personal and professional life experiences to provide peer support to parents and families.
5. Collaborate with families and other agencies to determine and achieve desired outcomes.
6. Integrate the strengths and culture of the family into the Individual Plan of Service (IPOS).76. Maintain clinical files and documents as required by funding sources.
7. Customize helping approaches to fit the family's uniqueness, personality, culture and interest.
8. Inform, empower, and support families to effectively use ASK and other community services.
9. Assess and respond to immediate safety and stabilization needs of families served.
10. Communicate ideas by using life experiences as learning and teaching tools.
11. Utilize the family's expertise in problem solving and solution seeking.
12. Collaborate with all stakeholders to implement individual plans of service.
13. Respond to needs of families served in a timely fashion.
14. Inform, introduce and link families to community supports, resources, and services.
15. Summarize accomplishments and next steps collaboratively with the family and stakeholders.
16. Follow up with family to determine referral completion and satisfaction.
17. Communicate a sense of hope and celebrate successes as families complete ASK services.
18. Attend all required trainings to ensure continued Parent Support Partner certification.
19. Provide services that empower families to advocate effectively.
20. Facilitate groups as assigned by supervisor (Parent Advisory Group, Support Groups, Sibshops, Community Trainings, Parent Mentoring activities, etc.)
21. Use creative engagement strategies with families and stakeholders.
22. Positively contribute to the overall Kalamazoo System of Care for Youth and Families.
24. Assist families with accessing services in Kalamazoo county.
25. Take part in stigma reducing activities in the community.

26. Recruit and train Parent Mentors locally.
27. Other duties as assigned.

EDUCATION AND REQUIREMENTS:

1. Must be the parent or caregiver of a child with a serious emotional disturbance and developmental disability. The position requires willingness to share lived experience to help others.
2. Eligible and understands that they must be trained in MDHHS approved curriculum and ongoing training model.
3. Possess a high school diploma or GED.
4. Strong communication, time management and organizational skills.
5. Ability to successfully work with a diverse group of individuals and families.
6. Valid driver's license, access to and ability to utilize transportation in order to perform job activities.

Please send resume and cover letter by 9-20-19 to: latrievab@askforkids.org

**ASK Family Services ATTN: Latrieva Boston-Family Services Manager
445 W. Michigan Avenue Suite 102 Kalamazoo, Michigan 49007
latrievab@askforkids.org**