



# AspireHope NY Inc.

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## **Job Description** **Family Engagement Specialist**

### **General Description**

Provide strength-based collaborative empowerment opportunities for families of children with emotional and/or developmental disabilities. Participate as an integral team member with all required community collaborations. Support families not insured by Medicaid.

### **Goals**

Increase social awareness, reduce stigma and other barriers to family engagement.

Increase trust and knowledge while building positive relationships amongst community services, direct providers and families.

To become an expert on community services and resources available to families.

### **Duties**

1. Apply for provisional FPA credential and complete their professional FPA credential.
2. Support, advocate with and refer families not insured by Medicaid.
3. Participate in interagency meeting with families or as a "Peer Representative".
4. Facilitate support groups when required.
5. Complete FANS assessments.
6. Market AHNY Inc. services to the community by doing in service presentations and outreach.
7. Coordinate parental participation in local, state and conferences, trainings or meetings.
8. Attend relevant meetings for AHNY Inc and county collaborative(s) to increase community awareness of family needs, barriers and available services.
9. Communicate regularly with direct supervisor.
10. Complete paper work and data entry in a timely manner.
11. Complete special projects and other tasks, as assigned.

### **Qualifications:**

Parent, or guardian, of a child with an emotional, behavioral, developmental, mental health challenge and/or substance abuse. Personal experience utilizing multiple children's mental health, education, or other community services. Good interpersonal communication skills, including public speaking, listening, and assertiveness. Computer skills including excel and word. Must have reliable transportation and ability to travel within the county. Must be able to work flexible hours. Must provide consent for all required clearances.

**Salary:** Non-Exempt hourly employee, \$14.00 per hour, 20 hrs. weekly, paid time off, paid holidays