

ALLEGHENY FAMILY NETWORK
Family Support Partner
Job Description

AFN is a family run organization; therefore, the Family Support Partner must be a “Family Member” meaning the individual must have reared or is rearing a child with mental health and/or emotional challenges.

Job Summary

The Family Support Partner (FSP) reports directly to the Family Support Supervisor. Allegheny Family Network (AFN) supports and partners with families raising children who have emotional and mental health needs in order to improve their quality of life.

Essential Duties and Responsibilities:

The FSP will collaborate with providers connected to family’s services and will direct support and services for families when appropriate. The FSP will connect families to other families with similar challenges as well as community resources.

Administrative:

- Collect and record information about family strengths and needs.
- Document all services according to agency policies.
- Coordinate home visits with the Supervisor as needed for review.
- Complete time sheets and flex time when approved by Supervisor.

Training/ Meetings:

- Attend and participate in staff training as necessary to promote professional growth and development and bring back valuable information to share with colleagues and staffs.
- Attend and participate in various committees, meetings, and work groups as needed.
- Represent the family perspective in appropriate meetings.

Family/Staff Responsibilities:

- Implement the vision and direction for the program in line with the program’s mission and philosophy.
- Maintain a positive professional reputation in the community and be a good ambassador for the agency.
- Collaborate with supervisors, other staff members, and partners to develop and implement problem solving strategies that promote a positive work environment and positive child and family outcomes.
- Meet with families in their home and/or community and provide emotional support to families raising children with mental health and emotional challenges.
- Collaborate with the provider to assist the families in identifying priority needs.
- Develop strategies for culturally competent services and supports and obtain resources from culturally diverse groups within the community.
- Assist families in identifying and finding appropriate services, community resources, and natural supports as needed.
- Collaborate with provider staff to support and provide the family with information about topics relating to their child’s needs.
- Collaborate with the provider staff, other staff, and the family to ensure good outcomes.

- Assist families in the education of various methods to implement in order to support the social and emotional development of their child.
- Train families to advocate for themselves and the needs of their child.
- Assist families in the completion of essential activities and tasks.
- Connect families to other families, social activities, education events, support groups, etc.
- Coordinate and help facilitate support groups if needed.
- Recruit and connect families to system level opportunities; such as advisory boards, committees, etc.
- Prepare families for court and assist them in obtaining the necessary resources if needed.
- Represent the family perspective in appropriate meetings.
- Assist other professionals to understand the family perspective.
- Respond to new families within the required timeframe.
- Perform duties as assigned by CEO and Supervisors.

Qualifications:

- Direct experience raising a child with mental health or emotional challenges required.
- Experience working with families and communities on behalf of children with mental health issues is highly desirable.
- Knowledge of the mental health system and other Allegheny County child-serving systems gained by parenting a child with mental health issues.
- Basic computer skills in Microsoft Word, Excel, Power Point, Access, Outlook and Publisher.
- Excellent communication and interpersonal skills.
- Strong organizational skills.
- Ability to work independently and as part of a team.
- Ability to set priorities and manage multiple job responsibilities efficiently and effectively.
- Familiarity with location and access of community resources, and services for children.
- Negotiation and conflict resolution abilities.
- Ability to work with individuals from diverse backgrounds in a culturally competent manner.
- Completion of all applicable training resulting in certification or credentialing (training will be provided).

Travel, Special Conditions, or Requirements:

Possession of a valid Pennsylvania driver's license and reliable means of transportation required. Must be able to travel locally, out-of-county, and nationally as needed. This position requires Commonwealth of Pennsylvania Act 33/34 and Federal children's clearances.

Hours:

Position is full-time with 37.5 hours per week – these hours will include evening and weekends as needed.

Letters of interest and resumes can be sent Kelsey Speelman at kspeelman@alleghenyfamilynetwork.org or an application can be completed on our website: www.alleghenyfamilynetwork.org

Employee Name Printed: _____

Employee Signature: _____ Date: _____