



Family Support Institute

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Family Support Institute Job Description

Job Title: Family Support and Resource Parent Coordinator

Position Summary:

The Family Support and Resource Parent Coordinator will be the primary FSI support person for families, RPs and members of the community.

This person will also be responsible for the production of the RP Bulletin, maintaining the lending library, coordinating FSI Workshops, assisting with Training Weekend planning and compiling resources for the FSI office and RPs. The Coordinator will also assist in general administrative duties as assigned.

Reporting Relationship: Executive Director

Key Duties and Responsibilities:

Information & Referral

- Respond to incoming requests for support and information from families and other community members and record the requests for support in an approved method.
- Circulate appropriate information and materials upon request to families, professionals and organizations.
- With the assistance of the Executive Director refer parents, family members and professionals to appropriate RP's, agencies or service providers.
- Follow up on referrals made to RP's, agencies or service providers.

Workshops

- Coordinate the delivery of workshops on behalf of FSI including managing requests for outside agencies, advertising, marketing, scheduling, and follow-up once the workshops are presented

- Provide support to workshop presenters, review and compile workshop evaluations, provide feedback to presenters and facilitate mentorship opportunities for new presenters.
- Arrange and ensure material is prepared and delivered in advance of the workshop.
- Ensure the workshop materials are maintained in an orderly and accessible manner.
- Regularly review the workshop material and inform the Executive Director when upgrading and/or adaptations are required to existing workshops to reflect current issues, needs and best practices. Solicit input from presenters for their suggested changes to workshop material.
- Provide all necessary administrative record keeping for workshops.

RP Network

- Maintain regular contact with to maintain contact, to check on their status, to check on their needs or questions, and maintain a strong relationship.
- With the general support of the Executive Director refer families and others seeking information and support to RP's.
- Stay current about the status of individual RP's.
- Assist the FSI Office Manager to gather information, review submissions and update the RP directory on an annual basis.
- Support and encourage RP's to participate on local and provincial committees to represent the interests of families and FSI.
- Support and follow through on plans, goals, policies, developed by the Executive Director to ensure the RP networks future viability and effectiveness.
- Prepare and distribute the RP bulletin electronically and print copy.
- Maintain the database of provincial / regional supports and services, and coordinate the distribution of the information.
- Share information to RPs including mass group emails
- Ensure the RP support calls are entered in the database.

Lending Library

- Assume primary responsibility for ensuring the Lending Library contains appropriate and up-to-date information and resources material.
- Purchase new resource material as needed and within the annual budget.
- Ensure that the Lending Library is maintained and accessible.
- Distribute library material and follow up with lenders to ensure materials are returned to the office on time.
- Ensure the Lending Library online catalogue is kept current.

Training Weekend

- Support the planning and coordination of the RPTW.
- Provide administrative support with Training Weekend planning.
- Attend the RPTW and provide assistance as required.

Committee Representation

- Represent the FSI and the interests of families on various task forces, working groups, and local and provincial committees as requested by the Executive Director.

Board

- Attend Board Meetings as required.
- Prepare a written quarterly Board report and other statistical information as requested.
- Participate on Board Committees as requested.

External Relations

- Promote FSI's Mission, value to the community and funding needs at a local and provincial level.
- Establish positive and effective working relationships with families, community groups, government officials, funders, volunteers, and other stakeholders.

Resource Development

- Participate in resources development projects as required.

Required Qualification:

Education, Training and Experience

A certificate or diploma in a discipline relevant to supporting families with a family member with a disability is desirable. Two to three years of relevant volunteer or work experience in Community Living field is required. A demonstrated understanding and knowledge of the Community Living sector, including but not limited to, services and supports for children and adults with a disability and their families, funding sources, provincial and local initiatives is required.

Specific Requirements

The main purpose of the Society's is to support and foster connections between parents and family members of a child or adult/child with a disability. It is desirable to have the candidate be a parent, guardian or family member of an individual with a disability. In addition, experience, as a Resource Parent is preferred, but not mandatory.

Job Skills, Abilities and Knowledge

- Excellent presentation, diplomacy, oral, written and interpersonal communication skills.
- Ability to deal with sensitive issues in a tactful and respectful manner.
- Well developed planning, organization, time management, and problem solving skills.
- Knowledge and understanding of current issues facing families with a child with a disability.
- Extensive knowledge of supports, services and resources for families of a child with a disability.
- Ability to work independently and take initiatives when necessary without direction.

Additional Information and Requirements

The position involves managing and responding to complex issues and demands with competing focuses and priorities. The ability to manage multiple projects and deadlines concurrently while retaining a clear focus and direction is an ongoing of the job.