



**Title of position:** Family Outreach Coordinator

**Job Summary:** The Federation of Families of South Carolina is seeking a full-time Family Outreach Coordinator to provide parent to parent phone and web support, conduct trainings and establish family support networks statewide. Based in St. Andrews area of **Columbia**. **Please send resumes to [jenah.cason@fedfamsc.org](mailto:jenah.cason@fedfamsc.org).**

**Description of duties and responsibilities:**

- Market, schedule and conduct family-driven care training to public and private providers
- Collect, analyze and report training evaluations
- Identify parents for recognition during Parent Leadership Month
- Assist in the design and delivery of Leadership Trainings and Parent/Caregiver Peer Support Provider Trainings
- Serve on committees and attend meetings to ensure that the voice of parents are heard as a vehicle of family driven care
- Conduct other workshops and trainings
- Field phone calls from parents/caregivers and provide options to address specific concerns
- Research services and provide brochures and literature based on family needs/concerns
- Establish community networks to provide a forum for parents/caregivers to connect with other parents

**Qualifications for position:**

Education      High School Diploma or GED  
Experience      Lived experience as a parent or caregiver of a child, youth or young adult with a mental, emotional or behavioral challenge

**Supervisory relationships:**

Reports to the Executive Director of the Federation of Families of South Carolina

**Skills and knowledge required:**

Skill              Strong communication skills including listening and expressing ideas succinctly.  
Able to handle multiple tasks and priorities and still achieve results.  
Exceptional interpersonal skills; able to work effectively independently and harmoniously with a team of people of diverse backgrounds  
Computer Skills including Microsoft Office and basic data entry  
Strong writing skills – ability to document things accurately and succinctly

Knowledge      Knowledge of pertinent community resources  
Familiarity with children's mental health diagnosis  
Familiarity with navigating child serving systems such as mental health, special education, child welfare, and juvenile justice

**Personal qualities:**

Resourceful	Self-motivated	Possesses the attitude to prevail in times of adversity
Creative	Organized	Comfortable with complexity, uncertainty and ambiguity

**Amount of travel and any other special conditions or requirements:**

The Outreach Specialist will work with families out in the community. Reliable transportation and a valid driver's license required and must pass background checks with the Department of Motor Vehicles, the sex offender registry, and will undergo a criminal background check.

**Hours per day or week:**

Up to 40 hrs (FTE) and flexible schedule for evening and weekend hours.