

## Family Support Coordinator –So County/Westborough Area

Parent/Professional Advocacy League is a small but impactful nonprofit working to make things better for children with mental health needs and their families. Based in Waltham and Worcester, our team works with families across the state who need help navigating services in behavioral health, juvenile justice and education. Our work depends on people who are committed, caring and self-motivated and can be both a self-starter and a great team member.

The Family Support Coordinator will work with the Program Manager to organize and oversee family support staff and activities, organize workshops and other events and represent PPAL at various meetings. This is a part-time, 30 hour/week position.

The Family Support Coordinator **must** have the experience gained by raising a child or youth with emotional, behavioral or mental health needs. Must have transportation. Bilingual candidates preferred.

### Duties:

- Provide information and referral to families and professionals around resources and services
- Empower families to advocate for their own child and family by providing and/or creating skill-building opportunities
- Supervise and provide oversight for family support specialists
- Support the orientation and professional development of family support specialists
- Train staff on support group facilitation and facilitate groups when needed
- Assist with focus groups, needs assessment and data collection when needed
- Participate in development and production of reports on family support on quantitative and qualitative data
- Assist with community events, activities and outreach
- Assist in day to day office management.
- Contribute to PPAL monthly newsletter
- Attend PPAL staff meetings & trainings
- Assist with special projects, as needed.

### Qualifications:

- Experience as parent support group leader preferred
- Experienced advocate (3-5years) with the children's mental health system and other child-serving systems.



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- Significant experience in developing and/or delivering trainings and workshops
- Ability to relate to diverse groups of parents, professionals and policymakers
- Excellent organizational and communication skills.
- Excellent writing and editing skills
- Ability to work in a demanding environment and the flexibility to adapt to frequent changes in priorities and daily activities
- Ability to work independently with minimal supervision
- Ability to work collaboratively with a wide variety of people in complex situations
- Ability to travel throughout the state (after COVID restrictions lift), maintain a flexible schedule, some evenings/weekends

Must have a strong desire to support PPAL's mission of improving the mental health and wellbeing of children and families. Must have access to car- some driving required.

Interested candidates should submit their resume and a cover letter which includes your personal experience with children's mental health to [info@ppal.net](mailto:info@ppal.net). This position is anticipated to begin in July 2022.

This is a 30 hour/week position with a salary range of \$21 to \$23 per hour



**Email:** [info@ppal.net](mailto:info@ppal.net)  
**Web:** <https://ppal.net/>