



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 10/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Family Support Specialist
Status: Full-time, 35 hours/week, Calendar Year, grant-funded position
Union: NUNC (Non-Union/Non-Classified)
Grade: N/A
Reports To: Director, Paul V. Sherlock Center on Disabilities at Rhode Island College

PRIMARY PURPOSE:

Provide support to families in which the parent(s) have a cognitive disability.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Implement the goals of the Family Support 360 Project.
- Work with local Child Adolescent Service System Programs (CASSPs) to identify families in which the parent(s) have a cognitive disability.
- Assist families to determine their needs and to develop a comprehensive plan.
- Collaborate with CASSP teams to implement these Family Support Plans.
- Link families with needed supports and services including Educational Advocacy, Respite Care, CEDDAR Family Centers, Transportation, Housing, Employment, and others.
- Support these families to develop parental competence.
- Link these families to other families and to community organizations.
- Maintain contact with these families to ensure that family needs are adequately addressed.
- Collect and report outcome data.
- Travel to CASSP settings and to family residences.

Occasional Job Functions:

Other duties as may be assigned by the Director of the Sherlock Center.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree.

Experience:

Three years of experience providing support to families in which a family member has a disability.

In lieu of a higher education degree, we will consider individuals with ten years of experience providing support to families in which family member(s) have a developmental disability.

Skills, Knowledge, and Abilities:

- Knowledge of the issues and obstacles typically encountered by families in which family member(s) have a disability.
- Knowledge of effective family support models and strategies.
- Knowledge of resources that can support families in which family member(s) have a disability.
- Experience with individuals who have a cognitive disability.
- Knowledge and Experience with the Rhode Island system of services and supports for adults who have developmental disabilities.

PREFERRED:

Applicants who are parents or family members in which family member(s) have a disability.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.