

# Autism Delaware Inc.

## Job Description

**JOB TITLE:** Family Support Provider/ Part-Time

**DEPARTMENT:** Family Support

**REPORTS TO:** Family Support Program Manager or designee

**EFFECTIVE DATE:** ASAP

**FLSA:** Non-Exempt

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Submit cover letter, resume, application and 3 references to Liz Carlisle, via email at [liz.carlisle@delautism.org](mailto:liz.carlisle@delautism.org) or postal mail at Autism Delaware, 924 Old Harmony Road. Suite 201, Newark, DE 19713

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### **SUMMARY:**

Balancing the needs of a family, following the recommendations of professionals and learning how to navigate the system can make the day-to-day work of a parent of a child or youth with autism spectrum disorder tiring and frustrating. Families report that it helps to have another parent to talk to and share their experiences along the way.

Autism Delaware's Family Support Provider (FSP) is a parent or caregiver of a child, youth or adult with autism spectrum disorder that has leadership and partnership skills that can be helpful to other families and the systems that serve them.

The overall responsibility of the FSP role is to provide confidential, one-on-one support and education to families of children with autism spectrum disorder. FSPs assist families in navigating educational, therapeutic and social services systems, coach families on developing advocacy skills and making informed decisions, serve as an emotional support and positive role model to parents and caregivers, and work with families in solving problems related to the care of their child or youth. The FSP is responsible for scheduling regular meetings with their assigned families and maintaining documentation of services provided through our electronic database.

FSPs follow the Autism Delaware family support empowerment and family-driven model philosophy, providing community-based peer-to-peer support to other parents of youth with ASD. FSPs must have an understanding of service systems and the range of resources available for children, adults and families. She/he/they must be able to share that knowledge effectively during family meetings and consultation with professionals.

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## **DETAILS:**

### **ENTRY LEVEL QUALIFICATIONS:**

- The Family Support Provider is an individual who has self-identified as parent or caregiver of an individual with autism spectrum disorder
- Is at least 21 years of age
- Must have at minimum a high school education or General Educational Development (GED) (preferably with some college background)
- Must pass a criminal background check
- Possess a valid drivers' license
- Must have the ability to use lived experiences to assist and support other families
- Knowledge of the system of services for children/adults with autism including special education/IEP process and DDS/DVR and Medicaid
- Ability to work with multi-disciplinary teams
- Dependable
- Positive Attitude
- Excellent time management skills
- Excellent oral and written communication skills
- Ability to use/learn a variety of computer software applications
- Ability to adhere to our organization's core values and options policy

### **QUALIFICATIONS FOR CONTINUED EMPLOYMENT:**

- Adherence to all policies and procedures.
- Punctual and regular attendance at bi-weekly supervision meetings is required.
- Attendance at family support staff training is required.
- Successful, safe and effective implementation of job tasks.
- This job description in no way states or implies that these are the only job duties to be performed by the incumbent. He/she/they will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

### **WORKING CONDITIONS:**

This is a part-time position. This position meets families in the community, in the office, or via telehealth appointments (online video chats). Hours range from 15- 29 hours per week. Travel to various locations to be expected.

### **JOB RELATED DUTIES**

#### **ESSENTIAL FUNCTIONS:**

- 1. Understands and models agency and department's commitments, mission, vision and treatment philosophy**
  - Actively participates in meetings, demonstrating self-awareness, responsibility, initiative and professionalism in accordance with our options policy
  - Is flexible and accommodating in unplanned or crisis situations
  - Seeks and accepts help and direction freely and when needed
  - Demonstrates follow through on team's goals and plans

- Demonstrates and implements understanding of Family Support/ACT Program empowerment and family-driven philosophy of support
- Demonstrates a commitment to ongoing professional development through the study and practice of new skills and knowledge in the field

**2. Effectively provides support and coaching on skill development to families**

- Provides support to families in navigating educational, therapeutic, and social services systems
- Coaches families in regard to advocacy skills and researching and identifying resources
- Serves as an emotional support and positive role model to parents and caregivers
- Works with families in solving problems related to the care of their child or youth
- Accompanies families at school team meetings, and/or on tours of possible school placements as needed.
- Is available for face-to-face or videoconference meetings with assigned families.
- Supports families through health, service and/or education meetings
- Assist the system in providing services that are family driven and responsive to the needs of this it serves by providing input to Autism Delaware’s advocacy team

**3. Works effectively with the team to ensure excellent service delivery**

- Represents Autism Delaware with professionalism at interagency meetings
- Works closely with other professionals supporting families
- Must be flexible regarding service provision and be responsive and flexible regarding participant needs to ensure sensitive and solution-based approaches
- Provides information to Autism Delaware about local resources
- Maintains client confidentiality and follows HIPAA privacy rules at all times.

**4. Effectively and professionally manages documentation for services**

- Maintains and writes clear, accurate, and thorough case notes and other documentation regarding services offered according to guidelines.
- Documents service delivery to families in appropriate databases.
- Submits all required documentation and forms in a timely fashion.

**NON - ESSENTIAL FUNCTIONS:**

1. Safely manages all aspects of job responsibilities:

- Maintains a safe & hazard-free work area. Effectively monitors facilities & equipment for cleanliness and hazards. Raises concerns when appropriate.
- Identifies potential program risks and brings these issues to the attention of the appropriate people immediately.

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