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# Example of Family Support Specialist Job Description

Our company is hiring for a family support specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for family support specialist

* Responsible for the planning and preparation of conferences/retreats/adolescent patient trips/inside and outside clinic events, which includes setting up the venue, arranging for audiovisual equipment and ordering of food services and may be involved in fundraising activities for the event
* Prepares general correspondence/donor thank-you letters, creates Excel spreadsheets, revises existing PowerPoint presentations and maintains biosketches and CVs
* May be responsible for assisting with all in clinic and out of clinic events, holiday parts, and patient support programs which includes catering, decorating and all marketing pieces
* May be responsible for updating support program materials such as brochures, booklets, manuals and invitations
* Check Colleague during first week of course to confirm course rosters
* Contact students during first week of PYC-681 and explain site visit expectations
* Communicate with adjunct site visitors to schedule site visits and ensure all evaluations are completed by the due date (one month before last day of clinicals)
* Send reminder email to site visitors two weeks before evaluations are due
* If there is no primary care preceptor on file, contact students during first week of course
* Maintain site visit rosters and track student progress during the FNP program

## Qualifications for family support specialist

* 2 years administrative experience in a medical office setting
* Family Resource Specialist who is a parent of a child with an autism spectrum disorder or related developmental disability
* Associate's Degree in Social Work, Public Health, Education, Psychology or Child Development and related field experience with families
* Minimum of two years' experience working in community programs providing direct services to families and children preferred
* Must possess a valid driver's license and show proof of automobile insurance with a dependable car
* Must be CPR/First Aid certified on date of employment or and maintain current certification throughout employment