



**Western Slope - Outreach and Navigation
Job Description
Family Voices Colorado**

Mission

Family Voices Colorado is a 501c3 non-for-profit which strives to make Colorado a better place for children with special health care needs.

- Family Voices CO provides public awareness of the challenges and barriers of children and youth with special health care needs and their families
- Family Voices CO works to improve health equity, access and quality of care for children and youth with special health care needs, through: Policy Work, Education/Training, and Collaboration
- Family Voices CO assists vulnerable families in Colorado to navigate today's complex healthcare and service systems, understanding their rights and services available to them

Position Description

\$21-23 per hour, approximately 20 hours per week, temporary position through December 2024 with potential to extend beyond depending on future grant funding

The Outreach and Navigation Specialist, a primarily virtual position in Colorado, will work to extend the reach of Family Voices Colorado to the western part of the state. This will include extensive outreach efforts to families and professionals working with children and youth with special healthcare needs within Mesa, Montrose, and La Plata Counties. The Outreach and Navigation Specialist will build connections within these communities by establishing relationships with other organizations and professionals working within the disability community, providing direct assistance and education to families and professionals, working within the systems to advocate for the unique needs of families in these areas; and working with legislators to advocate for the needs of their constituents with children and youth with special healthcare needs. Training and mentoring in the above tasks will be provided. Will work closely with the Southern Colorado Outreach and Navigation Specialist. The Executive Team and Outreach and Navigation Specialists will meet on a regular basis.

Primary Responsibilities

The Outreach and Navigation will work with the FVCO team to support the needs of children and youth with special healthcare needs.

Duties will include:

- Attending resource fairs and other local events to outreach targeted communities.
- Communicating Family Voices Colorado's mission, vision, and scope to professionals and families
- Educating and providing resources to families and professionals
- Document all assistance provided in database system
- Maintain HIPAA compliance
- Sit on state committees to provide a voice for children and youth with special healthcare needs in the western Colorado area
- Collaborate with other organizations serving children and youth with special healthcare needs

- Initiate marketing and outreach efforts, create outreach materials and be available for presentations or tabling events
- Support fundraising, research potential grants, draft grant applications, outreach to potential sponsors, and provide client stories for funding appeals
- Work with the FVCO team on legislative, policy, and advocacy needs
- Attend committee meetings and internal FVCO meetings as needed

Qualifications

- Excellent communications and interpersonal skills
- Experience working with diverse populations
- Knowledge of Medicaid, Medicaid waivers, private health insurance policies, SSI, and other relevant services for children and youth with special healthcare needs (additional training will be provided as needed)
- Understanding of organizations that serve children and youth with special healthcare needs such as RAEs, CCBs, SEPs, DHS, SSA, and HCPF.
- Ability to build strong relationships with other organizations
- Well-organized
- Takes initiative to effectively work independently
- Experience with database systems and reporting (Vertical Change and/or Salesforce)
- Experience with Google Docs, Canva, and Microsoft Office

Preferred but not required

- Bachelor's Degree
- 2 years of advocacy experience
- Parent of a child, youth, or adult with special health care needs
- Reside in Mesa, Montrose, or La Plata County
- Multilingual
- Knowledge of the Health Insurance Privacy and Accountability Act (HIPAA)-related policies and procedures

Equal Employment Opportunity/Affirmative Action

Family Voices Colorado (FVCO) is an equal employment opportunity employer that actively seeks to encourage diversity in our workplace and works to promote equity in health care. FVCO does not discriminate against employees or job applicants on the basis of race, color, religion, creed, national origin, ancestry, sex, pregnancy, age, gender, gender identity, gender expression, ancestry, marital status, sexual orientation (incl. transgender status), physical or mental disability, military status, genetic information, marriage to a co-worker and retaliation for engaging in protected activity (opposing a discriminatory practice or participating in an employment discrimination proceeding or any other status or condition protected by applicable federal, state or local law.

For further information about FVCO, please visit our website at <https://familyvoicesco.org/>.

To Apply

Email a resume and cover letter to megan@familyvoicesco.org. Please include "Outreach and Navigation Application" in the subject line.