



**Position title:** Peer Support Coordinator

**Position type:** Full-time, salaried

**Salary:** \$48,000 annually

**Office & scheduling:** Family Voices of Tennessee has a main office and meeting space located in Nashville, TN. Hybrid and flexible scheduling are allowable. Some in-person work (up to 20% of time in Nashville, TN) will be required in order to fulfill the essential functions of the job.

**Supervised by:** Family Voices of Tennessee Director

**Organization:** Family Voices of Tennessee (FVTN), a program of the Tennessee Disability Coalition

**About us:** [Family Voices of Tennessee](#) is a program staffed by families to support families raising children with disabilities, complex health care needs and chronic illnesses. We connect families with each other, community resources and tools to navigate the health care system. We help families become effective advocates for their children and help professionals partner in family-centered care. We strive to improve public policy for children with complex health care needs, chronic illnesses and disabilities, their families and caregivers. Family Voices of Tennessee started in 1993 as a program of the [Tennessee Disability Coalition](#) and became the first state chapter of the national Family Voices organization.

**Minimum qualifications:**

- Must be the parent or family member of an individual with complex health care needs, chronic illness or disability.
- Must have working knowledge through training and/or experience of health care and related service systems for children with complex health care needs, chronic illnesses or disabilities.
- Must have strong relationship management skills and be able to work well with individuals of diverse backgrounds and cultural traditions.
- Must have demonstrated leadership and communication skills and be able to speak effectively in public.
- Must have grant or program management experience and be effective in meeting documentation and reporting requirements.
- Must have skillset to effectively use computer, database and work-related technologies.
- Must be able to travel, as needed.
- Bilingual English/American Sign Language or Bilingual English/Spanish, a plus

**Key Duties:**

- Manage peer support programming for Family Voices of Tennessee



- Develop workplans outlining peer support program activities, including quarterly and annual goals for volunteer activities, training, service delivery for referred families and outreach plans
- Manage peer matching process for families, ensuring quality service delivery for volunteers and referred families, as well as timely and accurate documentation
- Lead volunteer recruitment, training, engagement and retention for FVTN
- Promote and outreach to parents/families of children with complex health care needs about Family Voices of Tennessee and all programs
- Build and maintain family/consumer network channels, including through social media and one-to-one engagement that will allow families to be connected, and engage in policy or system changing activities
- Identify family leaders
- Provide one-on-one assistance, support, and training to parents/families, and document such activities in a timely and accurate manner
- Support families in understanding and navigating the healthcare system
- Grants management and reporting for peer support programming
- Build and maintain partnerships with public and private organizations and individuals in order to further FVTN peer support programming
- Document all contacts with state agency staff, professionals, and others
- Represent FVTN including through participation on advisory or governing bodies related to furthering the mission of FVTN.
- Respond to requests for information about FVTN and make appropriate referrals as needed.

***Position benefits:***

The TN Disability Coalition covers 100% of the premiums for full-time employees to enroll in one of two employer-sponsored health plans, a dental plan, basic life policy and short-term disability policy. Full-time employees have supplemental health insurance options, a health savings account, health care flexible spending account and dependent care flexible spending account options.

Mutual of America provides the Coalition's employer sponsored 403(b) Retirement Plan. The Coalition matches the amount our employees contribute to the plan dollar for dollar up to 6% of employee salary after the employee has been with the Coalition for one year.

The Coalition observes 12 paid days off for holidays each year. Paid time off (PTO) accrues per pay period (semi-monthly). Annual PTO earning for full time employees who have been employed 0-5 years is 18 days and increases with tenure to a maximum of 32 days per year. Flexible scheduling is permitted.



***Contact Information and Procedure:***

All applications (cover letter, resume and work sample) must be submitted via email to [hr@tndisability.org](mailto:hr@tndisability.org). A work sample can be any format. Examples include but are not limited to: written material such as a flyer or blog post, graphic material such as a social media post, project plan, material from a work or volunteer project, etc.

The Tennessee Disability Coalition is committed to providing equal opportunities to volunteers, employees, applicants for employment and those seeking our services, consistent with Title VI of the Civil Rights Act of 1964. No person will be discriminated against because of race, religion, creed, color, sex, age, genetic information, national origin, sexual orientation, gender identity, veteran status, disability or Limited English Proficiency (LEP). The Coalition requires that each employee adhere to the same standard of non-discrimination. Each employee is required to have a signed Non-Discrimination Policy statement on file.

In compliance with the American Disabilities Act, the Tennessee Disability Coalition will provide reasonable accommodations to qualified individuals with disabilities. We encourage both prospective employees and incumbents to discuss potential accommodations.