



Job Description

Position: Manager of the San Francisco Interagency Collaborative on Children and Youth with Special Health Care Needs and Disabilities Collaborative

Support For Families of Children with Disabilities (SFCD) is a non-profit organization that offers information, education, and support to families who have children with disabilities and special healthcare needs. Support for Families partners with parents (and the professionals who work with them) to ensure children have the services and support to thrive. Support for Families provides a phone line, drop-in center (currently by appointment only), information and referrals, 1:1 service navigation support, limited case management, support groups, parent mentor program, trainings, workshops, community education, special family events, newsletter, and website; all services are FREE for families and are provided in English, Spanish, and Cantonese/Chinese written. Many Support for Families staff are themselves parents of children with disabilities and have personal experience navigating systems for their child.

Position Description

The Interagency Collaborative on Children and Youth with Special Health Care Needs and Disabilities (CYSHCN) brings together caregivers of CYSHCN, youth, and the agencies that serve them to improve the coordination of services and supports in San Francisco. The Manager works directly with SFCD Leadership, Collaborative Parent Leads, and SF Department of Public Health, as well as community members and agency staff and leadership. This position is contingent upon grant funding and is expected to be available at least through June, 2025.

The goal of the InterAgency Collaborative is to improve coordination of systems that serve families of children with disabilities and special needs. In this work, we seek to center voices of families of color and of Spanish and Cantonese speaking families who have been historically excluded in system-level decision making.

This role reports to the Interim Executive Director of Support for Families.

InterAgency Collaborative Role Responsibilities

- Schedule, plan and facilitate Collaborative meetings for Agency representatives (professionals that support children with disabilities and special needs) and Community participants (self-advocates, parents, and caregivers)
- Ensure all grant deliverables are met, collect data and documentation of Collaborative work, and manage grant reporting
- Create and manage all communications and follow-up for Collaborative meetings
- Work with consultants to manage and facilitate Collaborative projects/work groups which include: maximizing data coordination between agencies, creating a multi-use family application for services, and planning and facilitating Collaborative-wide trainings (Results Based Accountability, Restorative Practice, Collective Impact, etc.)
- Work with the Parent Lead Team to ensure community participants are supported and engaged
- Design and review presentations, flyers, and outreach material, with translation in multiple languages
- Facilitate ongoing participant evaluation

- Maintain stakeholder lists and calendars
- Proactively address program challenges that arise
- Coordinate and secure interpretation and translation services for Collaborative meetings, communications, and events
- Actively participate in Support for Families all-staff meetings, team collaboration meetings, and professional development activities connected to this role
- Collaborate with other Support for Families staff to ensure effective Community Connector work and build pathways for parent leadership opportunities
- Supervise 2-3 part-time Parent/Community Leads and volunteers
- Perform other related duties as assigned/requested

Qualifications and Required Skills

- Deep commitment to the mission and vision of SFCD
- Strong project management experience
- Experience working with diverse cultures and backgrounds
- Willingness to work evenings under special circumstances as needed
- Strong multi-tasking skills
- Personal or professional experience with the disability community
- Knowledge of or experience with the range of services (including community-based organizations) in San Francisco for CYSHCN and disabilities
- Proficiency in Microsoft Office and Google Workspace (formerly G Suite)
- Excellent interpersonal communication skills

Application Instructions

Email resume and cover letter to [jobs at supportforfamilies.org](mailto:jobs@supportforfamilies.org)

Support Families of Children with Disabilities celebrates diversity and is committed to creating an inclusive environment for all our employees. We encourage diverse applicants to apply.

Support Families of Children with Disabilities does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity or expression), national origin, citizenship status, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or any other category protected by law.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.

Support for Families of Children with Disabilities is an Equal Opportunity Employer

Job Type: full time

Salary Range: \$72,000-\$85,000 depending on experience

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance

- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8-hour shift with flextime when evening/weekend work is required
- Hybrid office, currently 1-2 days a week in the office required (subject to change)

COVID-19 considerations:

All employees are required to be vaccinated.

Ability to commute/relocate:

- San Francisco, CA 94103: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Office Suite including PowerPoint: 2 years (Preferred)

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