

Special Health Services  
Family Advisory Council Job Description

Purpose:

The purpose of the Family Advisory Council is to provide advice that will help the Special Health Services Division Formerly known as (Children's Special Health Services Division) carry out its mission to provide health care services for children with special health care needs and promote family-centered service systems. Meaningful partnership with families improves policy, program development, professional education, and delivery of care.

Responsibilities:

1. Become familiar with the history, purpose, programs, and policies of the SHS Division.
2. Advise program staff on the development of programs, policies, and procedures.
3. Assist SHS staff in evaluating the effectiveness of current programs, services, and systems.
4. Help set priorities for future planning including improving and expanding services.
5. Assist SHS in identifying problems and recommending solutions.
6. Assist program staff to identify other effective methods of incorporating family involvement and participation in program and policy development.
7. Help strengthen community awareness and recognition of SHS.
8. Network and share information between the SHS Family Advisory Council and other parent advocacy and support groups the member is affiliated with.
9. Provide training as needed to state and local level program staff.
10. Assist in the development and review of resource materials.

Expectations:

1. Represent the concerns of children with special health care needs and their families.
2. Establish and maintain lines of communication between families and SHS staff.
3. Share their experiences with accessing health care and other services for their children so that problem areas can be identified and addressed through state systems development activities.
4. Possess the communication and interpersonal skills necessary to function effectively as a member of an advisory group.
5. Respect the privacy and confidentiality of other council members and their families.
6. Occasionally, serve on a special task force or subcommittee of the Family Advisory Council to address specific issues.
7. Facilitate communication between the Family Advisory Council and the SHS Medical Advisory Council.
8. Attend scheduled meetings of the Council and serve complete term.

Qualifications:

1. Must be a family member of a child who has special health care needs or a youth/young adult with special health care needs. A family member is defined as a parent, grandparent, older sibling, or other close relative of the child, and;
2. Must have knowledge of and interest in improving systems of care for children with special health care needs.

Revised: July 18, 2018