

# **Community Connections Network (CCN) Family Liaison Recruitment Packet**

Oregon Center for Children and Youth  
with Special Health Needs

Family Involvement Network

at

Child Development and Rehabilitation Center

Oregon Health & Science University  
Portland, Oregon

[www.occyshn.org](http://www.occyshn.org)



## **CCN Team Family Liaison Recruitment Packet**

Community Connections Network (CCN) Teams are local community-based multidisciplinary teams committed to collaborating in ways that promote optimal health and development in individual children and youth with special health care needs. The community team process seeks to improve local care and services for children and youth from birth to 21 years old. CCN Teams bring together community providers in health, education and social services to collaborate around specific family issues and needs.

A local Family Liaison acts as a core member of the CCN Team. The Family Liaison adds family perspective, knowledge of practical resources and support for families referred to the local CCN team.

The staff of the Family Involvement Network (FIN) at the Oregon Center for Children and Youth with Special Health Needs (OCCYSHN) at Oregon Health and Science University (OHSU) supports the CCN Family Liaisons. They provide assistance in completing OHSU employee paperwork, conduct Family Liaison orientation, training and ongoing support.

### ***DO YOU HAVE:***

- Experience as a parent or family caregiver for a child or youth with special health needs
- Available time and supports (e.g. child care and transportation) for team meetings and activities
- Familiarity with local and state resources
- Capacity to see beyond the needs of your own child/family; ability to understand the needs of other families/children
- Good communication skills; interest in enhancing personal skills
- Respect for children/families of diverse racial, ethnic, religious, social and economic backgrounds
- Positive attitude

### **If Yes! -- We welcome you to be a part of the CCN team in your community!!**

Please review the job description. If you are interested, all you need to do is complete the attached application and submit it to your CNN Local Coordinator for consideration.

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#### ***Add CCN Local Coordinator name and contact information***

- Family Liaison Job Description
- Family Liaison Application
- Family Liaison Supplemental Questions
- Copy of resume

If you have any questions or need further clarification please contact **Family Involvement Network** at OHSU. Call 1.877.307.7070 toll free or contact **Shelley Barnes**, Family Involvement Network Coordinator, at **Phone: 503.494.0864** or **Email: [barnessh@ohsu.edu](mailto:barnessh@ohsu.edu)**.

## **Family Liaison Position Description**

**Position Title:** Family Liaison (FL) on Community Connections Network (CCN) Teams

### **Job requirements:**

- Participate in monthly Community Connections Network *Multi Disciplinary Team* meetings as a Family Liaison team member.
- Meet with and support families participating in the CCN team.
  - Call or meet with family prior to the CCN team meeting to orient and explain the process
  - Assist families in framing questions and issues they want to have addressed with the team
  - Support families during the team process
  - Assist families with follow up recommendations and linkage with local resources
  - Conduct follow-up evaluation screening
- Represent family perspectives in pre and post team meetings.
  - Provide feedback to team
- Work with team members to identify local resources to support families.
- Complete OHSU New Hire Paperwork, HIPAA and Respect the University Training.
- Complete Family Liaison Orientation prior to participating as a team member in CCN Team Meetings.
- Participate in trainings and conference calls with OCCYSHN staff and other Family Liaisons.
- Promote Family Professional Partnership as a member of the CCN Multi Disciplinary Team.
- Contact FIN Family Consultant at OCCYSHN assigned to the CCN team on a regular basis.
- This is a paid position and usually will/is not to exceed 10 hours a month.

### **Qualifications:**

Successful applicant will have the following:

- Experience parenting a child with special health related needs
- Effective communication skills
- Knowledge of Oregon health care systems
- Knowledge of community support systems and resources
- Positive collaboration and team building skills
- Understanding of diverse cultural, geographic and social issues that impact families with special needs
- Willingness to learn new skills

***Family members with bilingual skills are encouraged to apply.***

### **Application Process:**

- Review Family Liaison Position Description
- Complete FL Application and Supplemental Questions
- Attach Resume and return to Local CCN Coordinator

## CCN Family Liaison Application

*Please enter your current contact information:*

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First Name	Last Name
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Address (street or PO Box)	City
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County	State	Zip
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Phone number	Cell phone
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Email address
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Age of your child(ren) and provide description of special health care need or disability: \_\_\_\_\_

### **Supplemental Information** – Please complete on a separate sheet of paper:

1. Briefly describe your interest in the Family Liaison Role.
2. Briefly describe your participation in parent support activities.
3. Describe a local community resource that you would like families and professionals to know about.
4. FIN is committed to ethnic, geographic and cultural diversity. How can you contribute to this goal?
5. What strengths will you bring to the CCN Team?
6. What do you want to gain from participating on the CCN Team?
7. Add anything else you would like the CCN Team to know about you.

**REFERENCES:** Please list three people who know you well and can attest to your character, skills and dependability.

Name/Organization	Relationship to you	Phone
1.	_____	_____
2.	_____	_____
3.	_____	_____

**Please submit your completed application, supplemental questions and a copy of your resume to your Local CCN Coordinator:**