Position Title: Lead Family Coordinator

About Student Advocacy, Inc. Student Advocacy, Inc. is a nonprofit that provides legal representation and counsel on education matters for students in grades Pre-k-12 who attend public schools in Westchester and Putnam Counties, New York. The team is comprised of education attorneys and advocates, who ensure that students with disabilities and other complex challenges receive the educational services to which they are legally entitled, so they can make meaningful progress with their learning in school.

Position Summary: The Department of Community Mental Health (DCMH), Westchester County, is the recipient of a $4 million, four-year SAMHSA grant, to implement Project THRIVE – Transforming Health, Recovery, and Integrated Value in Education. As one of the partners on the grant, Student Advocacy seeks to hire a Lead Family Coordinator. This position ensures that the perspective and voices of families are integrated into all aspects of the initiative, including individual service planning to system governance and support coordination through E-SPOA, wraparound and school-based services. This role will prioritize authentic partnership with families, reduce barriers to engagement, and promote equity, trust, and shared decision making across systems of care. The Lead Family Coordinator will provide family-driven navigation, advocacy, and engagement support, helping families access services and participate in educational and care planning processes.

Responsibilities

Family Engagement, Support, Voice and Leadership

- Promote meaningful family engagement at all levels of project THRIVE
- Provide peer support, education, and navigation assistance to families
- Support families in understanding and navigating behavioral health, education and special education, school, and other child-serving systems
- Ensure families are involved in governance, advisory boards, and planning groups in order to share policies, services, and program design
- Recruit, train, and support family representatives and leaders

System of Care (SOC) Implementation

- Promote adherence to SOC principles (family-driven, youth-guided, strengths-based and trauma-informed approaches)
- Support educational advocacy in alignment with Student Advocacy's expertise in education and special education rights and laws and the needs of participating families

Outreach, Collaboration and Evaluation

- Conduct outreach to underserved and historically marginalized communities
- Facilitate educational workshops for families on education, special education and system navigation

- Partner with community-based organizations, schools, and faith-based institutions
- Input and maintain detailed case records and data in Student Advocacy's CRM (LegalServer)

Qualifications:

- Bachelor's degree required in social work, psychology, education or related field; Master's degree preferred; will consider AA degree with related lived experience
- Lived experience as a parent/caregiver of a child/youth with behavioral health needs
- Certification as a Family Peer Advocacy (FPA) or equivalent (e.g. NYS credential), preferred
- Bilingual, Spanish/English, a plus
- 2 – 3 years' experience working with children's behavioral health systems, including Serious Emotional Disturbance (SED) populations
- Experienced in engaging families from diverse, multicultural families
- Knowledge of education, child welfare, juvenile justice, and disability systems
- Excellent written, interpersonal, and advocacy skills
- Ability to multi-task, work collaboratively, and move projects to completion
- Discretion and judgement when handling confidential information
- Proficiency in Microsoft Office 365, Google Suite, Zoom, Teams, and client management systems with interest in learning new software and tools as needed

How to Apply: Applicants must respond with a cover letter and resume. Please include *Lead Family Coordinator* in the subject line. The cover letter should include the candidate's interest in and connection to the work. Please submit materials to: drosenthal@studentadvocacy.net. Only responses with cover letters will be reviewed. This position is available in January 2027, and completed applications will be considered on a rolling basis.

Compensation and Benefits: This is a full-time, on-site position, with a salary range of $60,000 - $70, 000 annually, commensurate with experience. Student Advocacy's benefits package includes health insurance, generous PTO, a 403(B) plan and professional development opportunities.

Student Advocacy, Inc. encourages applications from all qualified individuals and does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, gender, gender identity or expression, sexual orientation, marital or familial status, veteran status, disability, AIDS/HIV status, medical condition, or any other characteristic protected by federal, state, or local law.