



JOB DESCRIPTION

POSITION: Help Me Grow Care Coordinator I
DEPARTMENT: 543 Programs: Help Me Grow
REPORTS TO: Early Childhood Program Director (ECPD)
Wage & Hour Status: Exempt / Full-Time
Pay Grade: 130 Coordinator I
Hiring Range: \$43,712.00 – \$48,083.20

PURPOSE: Provides support and some oversight to Help Me Grow (HMG) activities.

DUTIES AND RESPONSIBILITIES:

- Develops an in-depth knowledge of HMG as well as local systems and services focused on early childhood development and special health care needs. This includes a deep understanding of eligibility requirements and child developmental milestones.
- Acts as a single point of contact for carrying out the activities of service coordination, delivery, and timely follow-up of referred services through the HMG System.
- Develops, strengthens, and coordinates collaborative relationships with related organizations and individuals, including a partnership with 2-1-1.
- Participates in various community meetings and outreach activities as determined appropriate by the ECPD.
- Responds timely to calls and on-line referrals from parents, child care providers/educators, healthcare professionals, and community partners regarding child development topics, concerns, and services offered.
- Conducts pediatric medical provider outreach activities in Marion County. Outreach consists of visiting pediatric offices to educate staff, physicians, and related community partners on the benefits of understanding early childhood development.
- Engages and works with Physician Champions to educate and motivate physicians and other child health care providers to conduct child development screenings.
- Facilitates trainings/presentations to promote Help Me Grow and ASQ to pediatric providers, early learning programs, home-visiting and community-based programs and provides support around developmental screening.
- Actively works to engage new children on a monthly basis per HMG Florida requirements.
- Assists in the execution of child development screenings using tools approved by HMG Florida.
- Uses the STAR System, Brookes, 2-1-1 data, and relevant Help Me Grow/Coalition systems to access information, resources, document calls, collect required data, and produce reports as required.
- Works directly with Community Relations Support to develop outreach campaigns and unique advertisement opportunities for the HMG System.
- Develops, coordinates, and executes Books, Balls and Blocks screening events as required throughout each program year.
- Works with appropriate staff to develop and execute an annual HMG Work Plan, Continuous Quality Improvement Plan, and Sustainability Plan.

- Facilitates the timely execution of services needed by families and appropriate supports including referrals to community partners to secure additional services based on screening outcomes.
- Maintains all records confidentially and within the Coalition and Help Me Grow program standards.
- Works with appropriate staff to help identify, document, and resolve service gaps and barriers.
- Attends scheduled conference calls, webinars, and trainings, as necessary.
- Attends and assists with community events outside regularly scheduled operating hours of the Coalition, including evenings and weekends.
- Other duties as assigned by management staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Associate’s degree in special education, early childhood development, or related health and human services field.
- One year experience working with families and children with special needs.

Knowledge, Skills, and Abilities:

- Proficient with Microsoft Office Programs (with emphasis on Outlook, Word, and Excel).
- Proficient with web-based applications.
- High degree of integrity and honesty.
- Excellent interpersonal skills as well as the ability to interact with all levels of management.
- Works and communicates with people from multi-cultural backgrounds and socio-economic levels.
- Familiarity with the pediatric medical community in Marion County.

PREFERRED QUALIFICATIONS:

Education and Experience:

- Bachelor’s degree in special education, early childhood development, or related health and human services field
- Minimum of three years’ experience supervising staff and working with families and children with special needs.
- Experience executing evidence-based community programs to support families and children.
- Speak, interpret, and translate Spanish.

Requirements:

- Ability to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must submit to and pass a level 2 background screening and E-Verify requirements.
- Requires a valid Florida Driver’s License, good driving record, and automobile insurance.
- Submit and pass a drug screening.
- Telecommute eligible, if applicable for portions of position.
- Ability to work flexible hours/schedule, as needed.

Work Environment:

Works primarily in an office environment with regular travel into the community.

Approximate travel: 40 %

THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Coalition.

Name

Date