

BROWARD HEALTHY START COALITION, INC.

JOB DESCRIPTION

POSITION: Community Coordinator
STATUS: Non-Exempt Employee
REPORTS TO: Safe Sleep Program Manager

Broward Healthy Start Coalition, Inc., (Coalition) is a nonprofit 501(c) 3 corporation located in Fort Lauderdale, FL that leads a cooperative community effort to reduce infant mortality and improve the health of children, childbearing women and their families in Broward County.

DUTIES

This position is primarily responsible for providing infant safe sleep education in groups and to individuals, delivering and teaching about proper set up and use of portable cribs with the goal of reducing the number of infants dying from sleep-related causes. This position will work under the supervision of the Safe Sleep Program Manager and support the responsibilities of the Director of Community Health Services.

This position will also be asked to represent the Coalition on various community-based committees, workgroups and task forces as assigned including the Safe Sleep Committee. Additionally, the incumbent will work with other Coalition staff to facilitate training and community outreach activities associated with the Safe Sleep Program and perform other incidental tasks or related services consistent with the goal of this position as required. This position is funded through a grant from the Children's Services Council of Broward through September 2023.

BASIC QUALIFICATIONS

- Bachelor's degree in social services, public health, maternal and child health, case management, or related field or High School diploma with a minimum of 3 years' experience in maternal child health services or related field.
- A minimum of one year professional experience in the government or non-profit sector.
- Experience working with diverse communities, organizations and agencies.
- Knowledge of community resources and cultural sensitivity.

KNOWLEDGE, SKILLS AND ABILITIES

- Current knowledge and experience in Healthy Start and/or Safe Sleep education is preferred
- Bilingual English/Spanish or English/Creole is preferred
- Strong community outreach and presentation skills
- Proficiency in Microsoft Office computer applications (Excel, Word, PowerPoint)
- Solid organizational skills
- Ability to represent the Coalition in the community in a professional manner
- Knowledge of local health and human service providers
- Excellent communication skills orally and written
- Exceptional interpersonal skills
- Ability to work independently as well as within a team
- Ability to work flexible hours as needed based on program needs
- Requires reliable transportation, valid drivers' license, good driving record and automobile insurance for regular travel throughout Broward County
- Requires occasional travel in Florida for training and conferences

MAJOR RESPONSIBILITIES

Conducts home visits as needed for the purpose of providing education and a portable crib to any family who has a

child at risk due to an unsafe sleep environment based on eligibility criteria.

Receives and processes referrals from community agencies and families in need of a crib and/or safe sleep education in a timely manner.

Organizes, orders, and receives shipments of portable cribs and associated items such as fitted sheets and infant sleep sack inventory to maintain adequate supply based on program needs and communicates any challenges regarding the supply of cribs with the Safe Sleep Program Manager.

Maintains accurate client referral logs, SAMIS database, training logs, and Cribs for Kids accounts and/or other logs or databases, as needed.

Coordinates, schedules, and provides trainings for community agencies, healthcare providers, childcare centers, and service providers.

Conducts outreach to specified zip codes, community agencies, healthcare providers, childcare centers, and service providers.

Maintains accurate and current case notes and ensures all client files are up to date and all program documents are organized and filed timely and appropriately.

Completes reports as required by funder and/or supervisor.

Attends and participates in all Safe Sleep Committee, Healthcare Subcommittee and Model Behavior Committee meetings and records a summary of the same.

Assists in monitoring and managing social media accounts and posts related to safe sleep messaging.

Submits time reports, travel logs, and all associated documentation in a complete and timely manner.

Attends all staff meetings and relevant committees as assigned.

Adjusts working hours as needed to accommodate program needs as required by the Safe Sleep Program Manager.

Perform other related work as required.

Full-time position, Monday through Friday. Compensation is commensurate with qualifications and experience. The salary range is \$33K to \$37K annually based on an hourly rate. A comprehensive benefits package including health, dental and retirement plan.

Email resume, cover letter and salary requirement to careers@browardhsc.org. Resumes will be accepted until position is filled.

Broward Healthy Start Coalition, Inc. requires all new hires pass a local and national Level 2 criminal background check prior to being hired. We are an Equal Opportunity Employer. Visit us online at www.browardhsc.org.