



**BROWARD HEALTHY START COALITION, INC.
JOB DESCRIPTION**

Position: Community Health Supervisor

Status: Exempt; Full-time

Reports to: Senior Programs Manager

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

OVERVIEW

This is a supervisory position that serves as the lead liaison for maternal substance use and depression between Broward Healthy Start Coalition and prenatal healthcare providers, staff at birthing hospitals, and other community organizations throughout Broward County. Under the direction of the Senior Programs Manager, the Community Health Supervisor supervises and participates in the development, organization, and implementation of substance use disorder and substance exposed newborn coordination services.

This position is responsible for educating healthcare providers and the community about maternal substance use and depression, focusing on the importance of prenatal screening for early identification and referral to treatment and home visiting support services. Performs data collection and tracking on outreach to and screening efforts by healthcare providers, and works closely with internal and external partners to facilitate a comprehensive community approach to facilitate screening, identification, and support services for pregnant and parenting families with substance use disorders and/or depression. Encourages and facilitates access to health and social services to limit the effects of substance exposure for the infant.

BASIC QUALIFICATIONS

- Bachelor's Degree with a minimum of three (3) years professional experience working in the government or non-profit sector in maternal and child health, public health, and/or working with families experiencing substance use disorders. Master's degree preferred.
- Certified Addiction Professional (CAP) certification and/or Certified Recovery Peer Specialist (CRPS) preferred.
- Experience working with diverse communities, organizations, and agencies.
- Experience participating in and leading and mobilizing committees.
- Experience in data analysis and reporting.
- Preferred two (2) years of experience in community organizing, local networking, and knowledge of local maternal and child health service delivery system.
- Minimum of two years (2) of supervisory experience required.

KNOWLEDGE, SKILL AND ABILITIES

- Strong knowledge of substance use disorders and treatment.
- Excellent problem solving and communication skills, both verbal and written.
- Ability to perform data collection and analysis.
- Computer skills; including data entry, word processing, and email.
- Proficiency in Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint.
- Strong presentation skills necessary.
- Ability to engage and communicate with healthcare providers in a professional manner.
- Ability to be flexible and meet performance expectations within a fast-paced and changing environment.
- Ability to plan, organize, and successfully manage multiple priorities and manage time effectively to meet established timelines for work completion.
- Ability to work independently and within a team.

- Must have a valid Florida driver's license, have an acceptable driving record, carry minimum auto insurance as required by state law, and provide own transportation to carry out the duties of the position.
- Ability to be flexible with regards to work location and work schedule, occasionally working evenings or weekends outside of normal Monday through Friday business hours, based on business needs.

MAJOR RESPONSIBILITIES

- Perform outreach to healthcare providers including obstetricians (OB) and pediatricians and hospital staff to educate and train on the importance of screening; provide guidance on how to screen pregnant and parenting women for substance use and maternal depression.
- Assure all OB offices in Broward (approximately 110) receive outreach on the project with the goal of engaging them to screen all women prenatally for substance use and maternal depression.
- Develop and implement strategies to increase healthcare provider participation in the screening process.
- Create a detailed data tracking log to identify and track outreach to healthcare providers, including provider education sessions completed and provider screening implementation to determine project effectiveness.
- Provide information and support to healthcare providers on available services for maternal substance use and depression and how to link women to treatment services and community support including promoting support available from the BHSC peer Service Coordination Specialist.
- Engage all eight (8) birthing hospitals in Broward in the screening efforts and for referral coordination on high-risk cases where there is substance use suspected or identified to facilitate engagement in home visiting services and implementation of a Plan of Safe Care.
- Provide training on the project as needed to new staff for all Home Visiting Programs that serve pregnant women/new moms.
- Supervise and provide guidance to two (2) program staff and ensure program structure and processes are consistent with program guidelines and contract deliverables.
- Ensure all program key performance indicators are being monitored, met, and adhered to,
- Develop, implement, and review plans for the project as requested by the funder or BHSC leadership including development of objectives, strategies, and outcome evaluations.
- Develop reports as required for program deliverables and additional reports or presentations at the request of the funder or BHSC leadership.
- Work collaboratively with and provide input to the Senior Program Manager to ensure professional staff development, training, and orientation based on minimum standards.
- Implement efficient practices to develop and maintain quality services.
- Ensure all program-specific policies and procedures are current and meet the standard of practice.
- Develop and maintain relationships and work collaboratively with staff, service providers, and community partners on planning, coordination, and resource development efforts.
- Work in conjunction with the Community Liaison to maintain accurate and updated records of OB providers in the county; maintain a record of all key gatekeepers in the community based on area of focus.
- Attend community events, meetings, and maternal and child health committee meetings, as needed.
- Performs all other duties as assigned.

SALARY

The salary range is \$46K to \$52K annually. The Coalition offers an attractive benefits package that includes paid health/dental/vision insurance, short term and long-term disability insurance, life insurance, paid annual and sick leave, employer contribution to 403B after three month waiting period. Mileage reimbursement for local work travel is provided.

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