



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

Position: Services Specialist

Status: Exempt; Full-time

Reports to: Community Health Supervisor

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 position responsible for coordinating and linking pregnant and parenting women with substance use disorders to housing, employment, and education services. This position will work closely and coordinate with key members of the community, community organizations, home visiting programs, healthcare providers, and hospital systems that provide healthcare, support, and substance use and mental health treatment services to pregnant and parenting women. The incumbent will conduct assessments with clients virtually or in person to identify needs and assist with housing, employment, and education needs to facilitate self-sufficiency. A goal of this position is to ensure pregnant women, mothers, and family members can access and receive necessary supports to prevent the negative outcomes associated with the mother's substance use and infant's prenatal exposure to substances. This position supports the work of and reports to the Senior Programs Manager.

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 and/or specializing in the housing, employment, and education services sector.
- Certified Addiction Professional (CAP) certification and/or Certified Recovery Peer Specialist (CRPS) preferred
- Experience working with diverse communities, organizations, and agencies.
- Experience participating in committees.
- Experience in data analysis and reporting.

KNOWLEDGE, SKILL AND ABILITIES

- Current knowledge and experience working with families with substance use disorders.
- Experience with and current knowledge of housing, employment, and education services in the community.
- Ability to actively participate in committees.
- Proficiency in Microsoft Office computer applications (Excel, Word, PowerPoint).
- Ability to represent the Coalition in the community in a professional manner.
- Knowledge of local health and human service system and 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 when needed.
- Requires reliable transportation, valid drivers' license, good driving record and automobile insurance for travel throughout Broward County.
- Adheres to HIPPA guidelines.
- May require occasional travel in Florida for training and conferences.

MAJOR RESPONSIBILITIES

- Work closely with Department of Children and Families, Broward Behavioral Health Coalition, Broward Sheriff's Office (BSO) Child Protective Investigators, Health Care Providers, Treatment Providers, and Home Visitation Providers to facilitate services to program participants.

- Conduct assessments to identify housing, education, and employment needs, and obstacles to stability.
- Provide advocacy and referrals relative to finding and maintaining permanent housing.
- Engage client, gather data, and use that data to determine what opportunities clients are seeking in order to place them in the appropriate education program and employment opportunity.
- Match job skills with applicant qualifications and refer qualified applicants to employers and conduct necessary follow-up when applicants are placed in positions.
- Stay current on upcoming job fairs and Internet resources, research various resume programs, and participate in outreach and recruitment activities by coordinating and attending job fairs.
- Assist participants in preparing job search portfolios, provide job search/career information, arrange for interviews, provide labor market and community resources information.
- Engage with the Broward County business by networking, participating in local meetings, and building relationships across multiple sectors to assist with client job placement.
- Connect clients to additional resources such as financial aid, vocational training, counseling and therapy services, medical care providers, or other state and local assistance as needed.
- Coordinate and work with participants to identify a career ladder/pathway and training/education opportunities to move the participant along their chosen career path and family sustaining employment.
- Participate in local and statewide calls, webinars, and trainings as they are held.
- Develop reports to highlight successes and opportunities to improve interventions, identify gaps in service, and other relevant information with input from the Coalition.
- Perform other related work as required.

SALARY

The salary range is \$42K to \$47K 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