



## **BROWARD HEALTHY START COALITION, INC.**

### **JOB DESCRIPTION**

**POSITION:** Safe Sleep Program Manager  
**STATUS:** Exempt  
**REPORTS TO:** Senior Programs 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 organizing, implementing, and overseeing the *Safe Sleep Program* in Broward County to reduce sleep related infant deaths in conjunction with county, state, and national efforts. This position reports to the Senior Programs Manager.

This position will also represent the Coalition on various community-based committees, workgroups and task forces as assigned including leading the Safe Sleep Committee. Additionally, the Program Manager 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 County* through September 2023, at a minimum.

### **BASIC QUALIFICATIONS**

- Bachelor's degree in social services, public health, maternal and child health, case management, or related field with at least 3 years of program management, community health, and/or maternal child health experience.
- A minimum of one-year professional experience in the government or non-profit sector.
- Experience working with diverse communities, organizations, and agencies.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Current knowledge and experience in Healthy Start, maternal and infant health, and/or Safe Sleep education is preferred
- Ability to effectively manage programs and processes to assure compliance with policies, procedures, and best practices and meet funder's contract requirements
- 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 with mileage reimbursement
- Requires occasional travel in Florida for training and conferences

### **MAJOR RESPONSIBILITIES**

- Organizes, implements, and oversees the *Safe Sleep Program* and safe sleep initiatives in Broward County.
- Supervises the Community Coordinator position within the *Safe Sleep Program* and the position duties as assigned.
- Coordinates with the Broward Sheriff's Office (BSO) and Department of Children and Families (DCF) to assure that ongoing safe sleep training and safe sleep updates are occurring regularly with the training department and staff.
- Follows up on data collection and calls that are occurring with BSO/DCF and any needs regarding safe sleep.
- Oversight and monitoring of the program's two (2) Model Behavior Consultants to introduce and implement Medical Model Behavior to the medical community and 7 birthing hospitals throughout Broward County; supports the work of the Model Behavior RN Consultants.
- Monitors and follows up on implementation of the Model Behavior initiative on Safe Sleep and compliance at birthing hospitals. Oversees the collection of training data and audits taking place at the birthing hospitals.
- Works with Model Behavior RN Consultants to provide training to the healthcare community including OB, pediatric, and primary care centers serving infants.
- Chairs the Safe Sleep Committee as a liaison for the Coalition and its *Safe Sleep Program*; creates the agenda and leads the countywide safe sleep initiative.
- Identifies gaps in the community for safe sleep education and responds appropriately, including identifying opportunities to inform the community through Town Hall meetings, community events, etc. and participate as the Safe Sleep advocate for Broward County.
- Develops and/or assists with the development and oversight of marketing, messaging, and educational and training materials for family strengthening providers and social service agencies.
- Oversees Safe Sleep training that is provided to maternal/child health providers and other service providers.
- Assures adequate supply of portable cribs to meet program needs.
- Implements and assures accurate client referral logs, SAMIS database, training logs, and Cribs for Kids accounts and/or other logs or databases are maintained.
- Coordinates, schedules, and provides Safe Sleep and SIDS/SUID trainings for individuals, families, community agencies, healthcare providers, childcare centers, and service providers.
- Work with other Coalition staff to facilitate training and community outreach activities associated with the *Safe Sleep Program*.
- Provide oversight of the *Safe Sleep Program* implementation and monitor progress towards program milestones, including, but not limited to collecting data and evidence for reports and evaluating subcontractor compliance with contract agreements, etc.
- Draft, update, and revise program policies and procedures, as needed.
- Provide technical assistance and necessary information to partners on progress reports, data entry and overall evaluation/performance measurement protocols.
- Complete, compile, monitor, assess, and report monthly on data collection including but not limited to program surveys, pre/post training assessments, and client follow-up surveys.
- Work with the Senior Programs Manager to develop and monitor data collection and tracking instruments for collecting, maintaining, analyzing, and reporting program requirements and outcomes.

- Provide quality assurance by gathering, analyzing, and interpreting data from training pre/post tests and evaluations. Conduct training feedback surveys as needed.
- Track contract milestones and ensure compliance with grant requirements.
- Draft and submit progress and quarterly reports to the Senior Programs Manager and funder for review and submission in a timely manner.
- Assists with crib distribution/deliveries to program participants, as needed.
- Perform other 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 2022.
- Adjust working hours to accommodate program needs, as required.
- Perform other related work as requested by Coalition leadership.

Full-time position, Monday through Friday with flexibility to work occasional evenings and weekends based on program needs as defined by the Senior Programs Manager. Compensation is commensurate with qualifications and experience. The starting annual salary range is \$46 to \$52K based on experience. We offer a comprehensive benefits package including health, dental, retirement plan, and more.

**Broward Healthy Start Coalition, Inc. requires all new hires to pass a local and national Level 2 criminal background check prior to being hired. We are an Equal Opportunity *Drug Free Work Place* Employer.**

If interested, please forward your resume, cover letter, and salary expectations including any inquiries to [careers@browardhsc.org](mailto:careers@browardhsc.org). Applications will be accepted until the position is filled.