



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

Position: Fatherhood Program Supervisor

Reports to: Director of Healthy Start

Status: Full-time/Exempt

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.

JOB DESCRIPTION

This is a full-time supervisory family support position within the Healthy Start program. The focus of this position is to promote responsible fatherhood through the provision of direct services, using an evidence-based curriculum. The selected individual should educate, inspire, and guide fathers, or father figures, towards an awareness of their worth as fathers within their families and communities while helping them identify and address their barriers to being involved and effective fathers. The goals of the fatherhood initiative are to increase the knowledge of parenting/fathering tools and techniques, to promote the use of effective fatherhood skills through individual services, and to assist fathers to address issues that negatively impact their relationships with their children and/or their children's co-parents. The Fatherhood Program Supervisor functions as part of the family's team in the Healthy Start Program, providing support and assistance to fathers and other father figures with infants and children up to the third birthday.

PRIMARY DUTIES

- Supervises and trains Fatherhood Program staff.
- Offers voluntary services to father participants utilizing personalized, family-centered outreach and engagement efforts to build trust with fathers and families.
- Establishes a trusting relationship with culturally diverse fathers and families by initiating and maintaining regular contact.
- Provides case management/care coordination for fathers by visiting families in their home or other community location as appropriate.
- Determines the father's needs through assessment and screening. Identifies and addresses existing barriers to increase access to needed services.
- Provides linkages and referrals to address risk factors and needs and follows up on referrals to ensure access.
- Utilizes trauma-informed practices and a strength-based approach to identify protective factors, address identified risks, and promotes resilience for growth.
- Facilitates attuned parent-child interaction through activities that build on knowledge in child development.
- Delivers parent education component using the 24/7 Dad curriculum, as well as reflective strategies.
- Communicates and coordinates with a multi-disciplinary group of professionals, as needed.
- Closes cases in a timely manner when no further services are needed, or the client is no longer eligible.
- Ensures services are provided that satisfy the needs of the participant.

- Utilizes program forms to document case management, client progress and activities. Maintains an accurate and current electronic health record in Well Family System (WFS) for each father served.
- Monitors and ensures compliance with grant goals, performance measures and objectives, including programmatic and funder requirements.
- Establishes and maintains working relationships with community agencies, schools, and other groups to support and enhance fatherhood services and stress the importance of father involvement.
- Promotes father involvement in the community by participating in community events, local meetings, and committees to promote the Fatherhood Program.
- Conducts/organizes community trainings on father involvement/engagement. Helps organize and implement the father groups.
- Participates in local and statewide calls, webinars, and trainings.
- Prepares and submits timely reports.
- Plans and implements special events for fathers and their children and assists with planning for and hosting Coalition-led community events, baby showers, workshops, and trainings.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND REQUIREMENTS

Ability to work independently as well as within a team.

Ability to speak, read, and write English including accurate spelling and grammar.

Proficient computer skills (Excel, PowerPoint, and Word)

Ability to navigate and utilize an information system to enter documentation based on program requirements.

Exceptional communication, customer service, and interpersonal skills.

Ability to represent the Coalition in the community in a professional manner.

Knowledge of local health and human service system and providers.

Ability to adhere to HIPPA guidelines.

Ability to work flexible hours on occasion, when needed.

Requires reliable transportation, valid drivers' license, good driving record, and automobile insurance for occasional travel Broward County with mileage reimbursement provided.

May require occasional travel in Florida for training and conferences.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE

Bachelor's degree in public administration, health administration, business administration, social services, human services, child development, or related field preferred.

Supervisory experience in Healthy Start, home visiting, case management, working with vulnerable families, and/or fatherhood support services strongly preferred.

Experience working with diverse communities, organizations, and agencies.

SALARY

The salary range is \$52K to \$60K 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.

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 Workplace* Employer.

If interested, please send your resume to careers@browardhsc.org with the title of the position in the subject line.