



**POSITION:** Healthy Families Assistant Program Manager  
**REPORTS TO:** Healthy Families Program Manager  
**STATUS:** 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.

### **POSITION DESCRIPTION**

The Healthy Families Broward Assistant Program Manager is responsible for assisting the Program Manager with select operations of the implementation and the quality assurance of the Healthy Families Broward program, which provides home visiting services to pregnant women and families with young children in Broward County zip code of focus. The Healthy Families Assistant Program Manager is responsible for select operations of the program, with an emphasis on project performance and quality assurance activities, reviewing data for accuracy, assuring timely entry of data into the HFF Tracking System and the HFF Staff Management System, preparing the reports as required and coordination of staff professional development. The position provides overall supervision of the Child Development Specialist. The position ensures that all teams meet the standards and best practices of Healthy Families America (HFA) and Healthy Families Florida (HFF), as well as the requirements of other funders, including the Children's Services Council. The Healthy Families Assistant Program Manager provides leadership, supervision, and support to the program staff and collaborates with other community agencies and stakeholders, including the Healthy Start Coalition Coordinated Intake and Referral (CIR) system,

### **Essential Duties and Responsibilities:**

- Coordinate and monitor compliance of the delivery of home visiting services to eligible families, following the HFA model and HFF guidelines.
- Provide regular, reflective supervision to program Child Development Specialist, including conducting performance evaluations, facilitating team meetings, and providing feedback and coaching.
- Ensure that program staff receive adequate training and professional development opportunities, in accordance with HFA standards and HFF policies.
- In collaboration with the Program Manager, develop an internal quality assurance system.

- Review data for accuracy, ensure timely entry of data into the HFF Tracking System and the HFF Staff Management System, SAMIS, and other tools as required by funders and partners.
- Monitor program outcomes and quality indicators, using data to inform program improvement and decision making.
- Assist in preparation of quarterly and annual reports as required funders and partners.
- Develop and maintain positive relationships with community agencies, referral sources, stakeholders, and families served by the program.
- Participate in local, regional, and state meetings, trainings, committees, and networks related to home visiting and early childhood services.
- Promote public awareness and advocacy for the Healthy Families program and its goals.
- Ensure compliance with all HFA accreditation standards, HFF policies and procedures, and other relevant regulations and ethical guidelines.
- Collaborate with the Healthy Start Coalition CIR system to ensure effective screening, assessment, referral, enrollment, and coordination of services for families.

#### **Nonessential Duties and Responsibilities:**

- Assist with fundraising activities and events for the Healthy Families program.
- Participate in Healthy Start activities and events.
- Perform other duties as assigned by the Program Manager.

#### **Knowledge, Skills and Requirements:**

- Knowledge of infant and child development, parent-child attachment, family dynamics, trauma-informed care, strength-based practice, and cultural competence.
- Knowledge of parent-infant health and dynamics of child abuse and neglect, willingness to engage in building reflective practice.
- Knowledge of community building and engagement.
- Skills in program planning, implementation, evaluation, budgeting, reporting, data analysis, and quality improvement.
- Skills in staff recruitment, training, supervision, coaching, and retention.
- Skills in communication, collaboration, problem-solving, conflict resolution, and leadership.
- Ability to work independently and as part of a team; ability to adapt to changing needs and priorities; ability to handle multiple tasks and deadlines; ability to work under pressure.
- Proficiency in Microsoft Office applications; familiarity with HFF database, SAMIS or similar systems.
- Requires reliable transportation, valid drivers' license, good driving record and automobile insurance for regular travel throughout Broward County.
- Requires occasional travel for training and conferences.

#### **Educational Requirements and Experience:**

- Must have a Bachelor's degree (master's degree preferred) in public health or fields related to working with children and families, or a bachelor's degree with three years of relevant experience.
- At least three years of experience in home visiting or early childhood services; experience with HFA model preferred.
- At least two years of supervisory or management experience; experience with reflective supervision preferred. A solid understanding of and experience in managing diverse staff with humility, administrative experience in human service or related field.
- Experience in quality assurance and continuous quality improvement.
- Experience supporting culturally diverse communities/families/participants.

### **PHYSICAL DEMANDS**

- Must be able to sit for an extended amount of time.
- Must be able to bend and stoop.
- Frequent use of keyboard and telephone.
- Occasional lifting up to 25 pounds

### **SALARY**

- The salary range is \$50,000 to \$55,000 annually. Full-time position, Monday through Friday. Compensation is commensurate with qualifications and experience. 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.**