



Position: Community Liaison

Reports To: Community Development Supervisor

Status: Full Time/Non-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

This position is primarily responsible for provider and community outreach for the Broward Healthy Start Coalition (BHSC). The candidate serves as the liaison for promoting the completion of the Healthy Start Prenatal Screen and Infant Screen through building and maintaining relationships with prenatal care providers and staff at birthing hospitals. This position also assists with our community relations and social media positioning in the community, produces multimedia/video content, and interacts with the public, healthcare, and marketing professionals. Local countywide travel is required. Healthy Start funding is provided by the Florida Department of Health (FDOH) and the Agency for Healthcare Administration (ACHA) via the Healthy Start MomCare Network (Network).

PRIMARY DUTIES

- Meets with appropriate medical staff, administrators, and other relevant audiences to determine the most effective method for implementation of and participation in the prenatal risk screen.
- Serves as a program representative to OB/GYN providers to identify and resolve any issues related to the risk screening process and communicates regularly with the risk screening office staff at the local health department.
- Facilitates corrections of prenatal risk screens and timeliness of submission with OB/GYN provider offices and educates appropriate representatives to decrease the number of errors.
- Provides training and/or community presentations to various audiences on risk screening and the system of care in Broward County.
- Promotes Maternal Child Health and BHSC initiatives in the community and with healthcare providers during medical office visits.
- Maintains accurate and updated records of providers in the county and keeps record of all key gatekeepers in the community to include OB/GYN offices and providers, Pediatric offices, birthing hospitals, Medicaid health plans and other community partners.
- Works with local birthing hospitals to promote the Healthy Start infant risk screening process and assures proper completion of the electronic infant risk screen for submission with the infant's Electronic Birth Record (EBR).
- Promotes the Coordinated Intake and Referral (Connect) program and intake system with OB/GYN providers, hospitals, and community partners.
- Develops presentations and other materials as needed to promote the Healthy Start system of care and facilitate risk screening, and other topics as needed.
- Develops reports to include outreach and risk screen promotion activities, screening rates, and provides details on meetings and activities that support the Coalition's community development and provider awareness strategic plans.
- Provides monthly activity report and other data and program analysis, as requested.

- Assists with planning and hosting baby showers and other community events that impact the achievement of program objectives.
- Attends and professionally represents BHSC at community events, meetings, and maternal and child health committee meetings, as needed.
- Assists in implementing social media campaigns and communication to promote MCH initiatives.
- Maintains current working knowledge on local Maternal and Child Health initiatives and services.
- Performs all other duties as assigned.

KNOWLEDGE, SKILLS, AND REQUIREMENTS

- Working knowledge of the Healthy Start prenatal and infant risk screen forms and processes.
- Excellent problem solving and communication skills, both verbal and written.
- A working knowledge of maternal child issues, including data collection and analysis.
- Computer skills; including data entry, word processing, and email.
- Knowledge of Microsoft Office Suite including Outlook, Word, Excel, Publisher, and PowerPoint.
- Ability to communicate messaging well via social media, use Livestream and similar streaming platforms for events and presentations, and create content for social media postings, including videography and other media content. Stays current with digital technology trends.
- Strong presentation skills necessary.
- Ability to relate to and communicate with a diverse community and population.
- Ability to be flexible and meet performance expectations within a fast paced, changing environment.
- Ability to plan, organize, and successfully execute work assignments and projects.
- Ability to manage multiple priorities and manage time effectively to meet established timelines for work completion.
- Ability to work independently.
- Ability to work a flexible schedule to coordinate and host community events, as needed.
- 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 with BHSC mileage reimbursement.
- 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.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE

Minimum of one year experience in public/community health, and/or marketing, sales, or public relations, including public speaking responsibilities.

Preferred two (2) years of experience in community organizing local networking and knowledge of local maternal and child health service delivery system.

Associate degree with a minimum of two (2) years of experience in public/community health with Bachelors preferred, or high school diploma with at least five (5) years of experience working in an OB/GYN office as a medical assistant or similar role is acceptable in lieu of a college degree.

PHYSICAL REQUIREMENTS:

Must be able to lift and /or carry up to 50 pounds at times.

Stand for extended periods of time; push, pull, reach, bend, sit, stoop, and stretch.

Have full range of body motion.

Walking up and down stairs carrying box and/or bag with promotional materials.

SALARY

Starting salary range is \$40K to \$47K annually. The Coalition offers an attractive benefits package that includes paid employee benefits package that includes paid employee health insurance, paid annual and sick leave, and employer contribution to 403B retirement plan after the waiting period.

Broward Healthy Start Coalition, Inc. requires all new hires to pass a criminal background check prior to being hired. BHSC is an Equal Opportunity Drug Free Workplace Employer