



**Position:** Fatherhood Support Specialist  
**Reports to:** Fatherhood Program 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 is a full-time family support position within the Healthy Start T.E.A.M. Dad program. 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 Support Specialist 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**

- Offers voluntary services to father participants utilizing personalized, family-centered outreach and engagement efforts to build trust with culturally diverse fathers and families and initiates and maintains regular contact.
- Provides case management/care coordination for fathers by visiting families in their home or other community location as appropriate and determines the father's needs through assessment and screening.
- Identifies and addresses existing barriers to increase access to the services needed, and provides parent resources, linkages, and referrals as needed 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 promote resilience for growth and facilitates attuned parent-child interaction through activities that build on their existing knowledge in child development.
- Delivers parent education component and child developmental screening using the approved curriculum and the Infant-Fatherhood pathway materials; implements reflective strategies in parent communications.
- 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.
- Closes cases in a timely manner when no further services are needed, or the client is no longer eligible, and ensures services are provided that satisfy the needs of the participants using various quality assurance methods.
- Utilizes program forms to document case management, client progress, and activities. Maintains an accurate and current electronic health record in the Well Family System (WFS) for each father served.
- Participates in local and statewide calls, webinars, and training.
- 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 training.
- Remote workdays must be coordinated in advance with both the Supervisor and the Director to ensure adequate operational coverage.



- All staff are expected to be available and responsive for required interactions including all staff events Monday through Friday, between 8:00 a.m. and 5:00 p.m.
- Participation in a minimum of two (2) community outreach events per year is mandatory. These events may take place on either weekdays or weekends.
- Must reside in Broward, Miami-Dade, or Palm Beach County.
- Any other duties as designated by the supervisor.

### **QUALIFICATIONS**

- 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) and 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 systems and providers.
- Ability to work flexible hours on occasion, when needed.
- Requires reliable transportation, valid drivers' license, good driving record, and automobile insurance for regular countywide travel in Broward County with mileage reimbursement provided.
- May require occasional travel within Florida for training and conferences.
- Bilingual Haitian/Creole preferred.

### **EDUCATIONAL REQUIREMENTS AND EXPERIENCE**

- The minimum requirement is an associate degree or high school diploma with experience working with children and families.
- Preferred qualification is a bachelor's degree in healthcare administration, psychology, social services, human services, or a related field.
- Experience in human services such as home visiting programs, case management, working with vulnerable families, and/or fatherhood support services is strongly preferred.
- Experience working with various communities, organizations, and agencies.

### **PHYSICAL DEMANDS**

- The ability to remain seated for prolonged periods is required.
- Capability to bend and stoop is necessary.
- Regular use of a keyboard and telephone is expected.
- Occasional lifting of items weighing up to 25 pounds is required.