

NOTICE OF VACANCY

Position: HELP ME GROW (HMG) CARE COORDINATOR-PART TIME

Program: GREAT START COLLABORATIVE-CASS COUNTY

Mission: To educate, support, and connect the children, families, and communities of Cass County

Summary: The Help Me Grow (HMG) Care Coordinator is a member of the Great Start Collaborative (GSC) team that links families, providers, and others to community-based programs and services. This staff member helps individuals overcome barriers to services and follows up with them to make sure linkages are successful. This vital role serves the Great Start Collaborative (GSC) in a variety of functions, working closely with primary care providers, early intervention services, maternal health services, department of health and other community agencies. The role involves assisting families in developmental screening activities as well as other support needed for success in the community. In addition, the Help Me Grow Care Coordinator assists in identifying gaps and barriers to services as well as any system issues.

Qualifications: Bachelor's degree in early childhood development, or related health/human services fields strongly preferred. Minimum of five years experience working with children and/or families with knowledge of family systems, communication techniques, and community resources. Demonstrated experience with office/administrative environments.

Key Attributes:

- Believes in the impact of early childhood education
- Relates well with all people
- Effective oral and written communication
- Planning and organizational abilities
- Manages time efficiently
- Takes initiative and works independently
- Knowledge of family systems
- Sensitive interviewing techniques
- Continuous learner
- Compassionate and non judgemental
- Professional appearance and behavior
- Technologically savvy
- Flexible, problem solver
- Attention to detail
- Cultural awareness

Reports to: Great Start Collaborative Director-Cass County

Professional: Participates in continuous professional learning as required by district policy. Follows the policies and procedures of the school district. Demonstrates a sense of professional responsibility.

Job Functions:

1. Works collaboratively with others in a supportive early childhood setting
2. Gathers and inputs data that supports children, families and community members in Cass County
3. Assists individuals in identifying needs, finding resources, and following up on progress
4. Assists families with applying and enrolling in a variety of early childhood programs
5. Works to collaboratively address barriers in the community and systemic issues for individuals
6. Responds promptly to incoming calls, texts, and emails from families and community members
7. Engages families and providers with developmental screenings and follow up
8. Effectively communicates using a variety of sources, including social media
9. Manages online HMG data and developmental screening data and reports
10. Works collaboratively with administrative staff

Physical Demands/Work Environment:

- Travel is required countywide and statewide as well as a national HMG conference
- May occasionally lift and/or move up to 40 pounds
- Noise levels are typically moderate

Compensation and Benefits:

Competitive hourly rate of pay is based on experience and credentials for this part-time position of 125 days throughout the year. Training, mileage, and other travel expenses are covered.

Evaluation:

Annual performance reviews will be completed by the Great Start Collaborative Director based on the Heritage Southwest ISD board policy for continuous improvement and fluency with job requirements.

Interested candidates, please apply at: www.applitrack.com/lewiscass/onlineapp

Deadline for application: Until filled