



HealthySteps Specialist

GENERAL SUMMARY:

Under the leadership of the HealthySteps Supervisor, provides HealthySteps program in Pediatric Clinic Setting to children and families.

PRINCIPAL CRITERIA and STANDARDS FOR PERFORMANCE:

- Conducts team based well child visits with parents and their babies and young children with the physician/pediatric nurse practitioner.
- Provides consultations with families with babies and young children regarding developmental and behavioral concerns such as sleep, discipline, picky eating, etc.
- Collaborates with HealthySteps team to implement all core components of the program including universal child development, making positive parenting and early learning guidance information readily available to all practice staff, and adjusting workflows for optimal efficiency.
- Provides consultation to medical professionals and all practice staff (re: early childhood development, infant mental health, and trauma informed practice).
- Provides referrals and tracks follow-up, as appropriate, to help families make connections to key resources within the community.
- Maintains extensive databases required to meet HealthySteps fidelity metrics including both internal and external referrals.
- Collaborates with HealthySteps team to complete annual site reporting to the National Office, which may include analysis of both external database files and EMR data reports.
- Documents all patient clinical activity and care coordination in electronic medical records.
- Maintains open communication with medical staff and members of the care team.
- Works closely with pediatric providers around care coordination, goal setting, counseling, coaching and education about key aspects of a child's development.
- Participates in reflective supervision meetings.
- Provides support on all relevant Community Outreach initiatives and projects.
- Completes evaluations and reporting as required on all projects related to HealthySteps.
- Inputs data into the Children's Board data system (CATS) as required.
- Acts as case manager for ASO funds with HealthySteps clients and attends ASO Lunch and Learn Meetings.
- Other tasks as requested.

KNOWLEDGE and SPECIAL SKILLS:

- Bachelor's degree in psychology, social work, counseling, early childhood education, or related field.
- Bilingual Preferred.
- Experience and knowledge about early childhood growth and development, parent-child relationships, child health infant mental health, and family systems.
- Experience evaluating the growth and development of infants and children under three years of age.
- Excellent oral and written communication skills.
- Demonstrated commitment to working with underserved populations in a community setting.
- Must be empathic, supportive, and patient.
- Strong motivational interviewing skills.
- Ability to work with people of many cultures.
- Ability to take initiative and a willingness to learn.
- Ability to work well both in teams and independently.
- Ability to collect and enter data for program management, evaluation, and reporting purposes.
- Proficient in technology and programs Excel, Word, Outlook, etc.
- Must have reliable personal transportation, insurance and a valid State of Florida driver's license.
- Willingness to travel and support other clinics as needed.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit for extended periods; use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee may occasionally need to stand, walk, or lift and/or move up to 10 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

Physical Requirements for Positions with Driving Requirements:

- Must be able to sit for extended periods while operating a motor vehicle.
- Ability to enter and exit vehicles multiple times per day.
- Must be able to occasionally lift, carry, push, or pull up to [25–50] pounds (adjust per job role).
- Must have sufficient visual acuity and hearing to safely operate a vehicle and follow traffic signals and auditory cues.
- Manual dexterity is required to operate vehicle controls and related equipment.
- May be exposed to varying weather conditions and traffic environments.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT:

This job description is intended to describe the general nature and level of work being performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position, in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

Healthy Start Coalition is an Equal Opportunity Employer and values diversity in the workplace. We provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other protected status in accordance with applicable federal, state, and local laws. We will provide reasonable accommodation for qualified individuals with known disabilities, as required by the ADA. If you require reasonable accommodation, please contact Human Resources.

SERVICE EXCELLENCE STANDARDS:

- Exhibits a total commitment to maintaining high quality service standards of the Healthy Start Coalition.
- Functions as an effective team member in accordance with agency policies and procedures.
- Demonstrates professionalism in dealing proactively with clients, supports, providers, and the Board and general public.
- Works effectively with diverse populations, demonstrating an understanding of, and sensitivity to differences in cultural characteristics, socioeconomic status, and background experiences of the agency's service recipients.

EOE/DFWP/Smoke-free workplace/campus. Email resume to jobs@hstart.org.