



Healthy Families Hillsborough Parent Leadership & Group Coordinator

GENERAL SUMMARY:

Under the leadership and coaching of the Program Manager, supports and coordinates parent groups, events, and projects such as circle of parents, graduation, and social media.

PRINCIPAL CRITERIA and STANDARDS FOR PERFORMANCE:

- Plan and implement, at a minimum, Quarterly parenting support groups in English and Spanish (1-2 hours in duration), including Parent/child activity time and networking.
- Plan and implement, at a minimum, two parent special events for the program.
- Serve as the Circle of Parents group coordinator with Prevent Child Abuse Florida.
- Oversees social media on daily basis, responsible for promoting content on Facebook/Instagram. Responds to and monitors comments posted on social media sites. Monitors trends of followers on social media and shares with Program Manager.
- Assist with necessary preparations for Children's Board/Healthy Families Florida Quality Assurance/Technical Assistance visits; including but not limiting to, reviewing participant files and data tracking systems.
- Assist with monthly, quarterly, bi-annual, and annual reports to the Children's Board and Ounce of Prevention.
- Assist in maintaining all records and program standards are in accordance with applicable regulations; quality assurance and quality improvement.
- Coordinate data collection and statistical reporting for parent groups and events for Children's Board and Circle of Parents.
- Assist in quality assurance reviews at HFH satellite sites as needed.
- Coordinate program's compliance to contract, grant, accreditation and agency requirements.
- Attend staff meetings, on-going in-service training and supervision as required.
- Receive monthly supervision with HFH Program Manager or agency-designated supervisor.
- Other tasks as requested.

KNOWLEDGE, SPECIAL SKILLS, and PHYSICAL REQUIREMENTS:

- Bachelor's degree in human services or fields related to working with children and families or Associate's with 3 years of relevant experience.
- Administrative experience in human service or related fields, including experience in quality assurance and continuous quality improvement;
- Knowledge of infant and child development and parent-child attachment;
- Experience with family services that embrace the concepts of family-centered and strength-based service provision;
- Knowledge of parent-infant health and dynamics of child abuse and neglect;
- Willingness to engage in building reflective practice (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing value in supervision, etc.)
- Experience in supporting culturally diverse communities/families/participants;
- Excellent written and verbal communication skills.

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.

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