



## HealthySteps Specialist, Lead

**GENERAL SUMMARY:** Under the leadership of the Director of Community Outreach & Education and Program Manager, provides planning, implementation, and support to HealthySteps Specialists, Pediatric Clinic Staff and National HealthySteps program.

### **PRINCIPAL CRITERIA and STANDARDS FOR PERFORMANCE:**

- Provides leadership for all HealthySteps project data and activities as required by contract.
- 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 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.
- Documents all patient clinical activity and care coordination in electronic medical records.
- Completes evaluations and reporting as required on all projects related to HealthySteps for designated clinic
- Completes all planning and implementation at designated clinic required for HealthySteps National Office (i.e., Site Profiles, Annual Site Reporting), prepare meeting items and attend all meetings with National Office as needed.
- Collect and prepare monthly clinic numbers for the funder and national HealthySteps office.
- Oversee/review Data-Access, CATS Referral Spreadsheet to include running scanners and exporting data for quality assurance at designated clinic.
- Maintains open communication with medical staff and members of the care team and serves as the immediate point of contact between the project and the medical providers.
- Works closely with pediatric providers around care coordination, goal setting, counseling, coaching and education about key aspects of a child's development.
- Review and submit HSC Critical Incident Reports for designated clinic.
- Collect from HSC main office and maintain all needed supplies for designated clinic.
- Submit office orders to the Program Manager for designated clinic.
- Pick up and deliver ASO items from Safety Store or other vendors to designated clinic when necessary.
- Participate in reflective supervision meetings.
- Maintain empowerment evaluation matrix as required by contract with Children's Board.
- Provides support on all relevant Community Outreach initiatives and projects.
- Assists in planning and implementation of trainings for designated clinic staff.

- Act as a case manager for ASO funds with HealthySteps clients and attend ASO Lunch and Learn Meetings.
- Utilize ACCESS database for designated site. Monitor the site data and quality assurance of information.
- Attend data meetings with project manager as needed. Provide other data reports by request.
- Other tasks as requested.

**KNOWLEDGE, SPECIAL SKILLS, and PHYSICAL REQUIREMENTS:**

- Bachelor's degree in psychology, social work, counseling, early childhood education, or related field highly preferred.
- Knowledge and Experience in HealthySteps Program required.
- 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.
- Bilingual Preferred.

**PHYSICAL REQUIREMENTS:**

- Light physical activity performing non-strenuous daily activities of an administrative nature.
- Light lifting / moving up to 10 lbs.
- Manual dexterity sufficient to reach/handle items, work with the fingers and perceives attributes of objects and materials.

**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.

Qualified candidates email to [jobs@hstart.org](mailto:jobs@hstart.org) resume by 9/23/24.