JOB DESCRIPTION

Job Title: MIECHV Program Coordinator
Department: Healthy Start
Salary: $35,000 - $45,000 plus benefits
Location: Gainesville, FL
Posting Closes: Closes midnight on Sunday, July 21, 2019
Submit Resume: hr@wellflorida.org

SUMMARY
The MIECHV Program Coordinator is a professional position that is responsible for the coordination, development and achievement of the Florida Maternal, Infant and Early Childhood Home Visiting (MIECHV) program. The MIECHV Program utilizes the Parents as Teachers model for at-risk families who have children birth through three years. This position will mentor and coach newly hired parent educators including observations of home visits to ensure fidelity to the model. This position is also responsible for building rapport and credibility within the local community to fully support the mission of the MIECHV Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

• Support parent educators through modeling, coaching and mentoring to ensure the delivery of services with model fidelity.
• Observe, evaluate and provide feedback on parent educator skills in the home visit.
• Support site supervisors through a variety of quality assurance activities such as chart reviews, observations of home visits and data analysis.
• Develop and maintain effective working relationships with key community stakeholders
• Identify key community stakeholders to participate in local home visiting advisory boards
• Explain program goals, eligibility criteria, activities, and procedures to key community stakeholders
• Establish and facilitate local home visiting advisory groups to provide guidance to ensure the home visiting model is appropriately implemented, sustainable, and serves the needs and best interest of the local community
• Collect, analyze and report monthly Parents as Teachers services and findings.
• Assist in the continuous process for internal and external evaluation and reporting on the structure, process, and outcomes of the overall home visiting program
• Participate in trainings, meetings, workshops, conferences, webinars, and conference calls as necessary
• Complete documentation and submit all appropriate paperwork and reports as required
• Maintain confidentiality of children, families, and other records and information

Education and/or Experience
Master’s degree in public health, social work, health education, early childhood development, or a related social science field plus two years of related work experience preferred.

Bachelor’s degree in public health, social work, health education, early childhood development, or a related social science field plus three years of related work experience preferred.