



JOB POSTING

JOB TITLE:	Community Engagement and Program Data Coordinator		
PROJECT:	Mountain States Early Head Start		
LOCATION:	Based in Kootenai County with occasional support to Shoshone County; rare outreach to Bonner County		
STATUS/HOURS:	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<u>30</u> Hours per week	<u>75</u> % FTE
FLSA STATUS:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
EEOC CLASSIFICATION:	<input type="checkbox"/> Off & Mgr <input checked="" type="checkbox"/> Prof <input type="checkbox"/> Admin Serv <input type="checkbox"/> Service Wrkr <input type="checkbox"/> Tech		
PAY:	\$16.15/hour		
REPORTS TO:	Director		
POSTING DATES:	12/29/2017 – 1/14/2018		

SUMMARY:

The Community Engagement and Data Coordinator focuses primarily on three key aspects: community engagement, monitoring data through the ChildPlus database, and health services coordination. Through an active and ongoing community presence, this person will help develop and maintain community collaborations that support children and families, aid in achieving program goals, build trust in and positive reputation of program services with community partners, and accomplish key program outcomes.

Through ongoing support and monitoring of the ChildPlus database, this person will aid the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Manager in ensuring that the Program Information Report is accurate and that staff complete information related to program activities in a timely manner.

This position receives ongoing direction from the ERSEA Manager with projects related to the Program Information Report (PIR), program recruitment, and ChildPlus database monitoring activities. This position also receives direction from the Director with respect to health and nutrition services coordination and community development.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

- Participate in ongoing training and educational opportunities related to the position, including ChildPlus
- Approximately 30% of the time dedicated to this position will be spent overseeing and monitoring data in the ChildPlus database and answering staff questions related to data entry
- Approximately 50% of the time dedicated to this position will be spent developing and maintaining community partnerships that support quality outcomes for children
- Approximately 20% of the time dedicated to this position will be spent in supporting program services (e.g. revising forms and policies as needed, providing technical assistance and training to staff, receiving professional development, and supporting program initiatives related to health and nutrition services)
- Must be outgoing, engaging, and friendly—comfortable meeting new people, developing collaborations and promoting a positive image for MSEHS
- Must be able to speak confidently with the public and be proficient in conducting public presentations
- Effective interpersonal and communication skills are needed to be successful in this position
- Support the Leadership team in monitoring and analyzing data for compliance as required in the Head Start Act and Performance Standards and in implementing requirements and best practices
- Assist the Leadership team in completing special projects, grants, and program activities as requested
- Promote and involve families whenever possible in MSEHS services
- Understand and implement the national Head Start/EHS philosophy, goals, priorities, and initiatives
- Support MSEHS’ values, mission, goals, and services

- Maintain a commitment to a family centered, strengths and relationship-based approach to services
- Foster a work and community presence that promotes MSEHS while encouraging teamwork, creative thinking, positivity, respect, and quality
- Maintain confidentiality and protect personally identifiable information
- Regular and predictable attendance is an essential function of this job
- Time management, attention to detail, and accountability are key elements of this position

HEALTH/NUTRITION ACTIVITIES COORDINATION

- With support from the Director, plan Health Services Advisory Committee (HSAC) meetings with Head Start, recruit community providers and parents, facilitate HSAC meetings, and ensure follow up is completed and that HSAC requirements are met
- Ensure that health and nutrition related PIR requirements are completed in a timely manner, monitor for ongoing progress, and that follow up and referrals occur as required
- With support from the Director, oversee health and nutrition contracts to ensure the scope of services are completed as identified
- Provide and/or support Center Managers in coordinating with community agencies to provide required family and staff health and nutrition training, resources, and activities
- Update health forms and Guides, as needed, with direction from Leadership staff
- Take initiative to ensure Health and Nutrition Performance Standards and other required regulations are met
- Write occasional health related articles for MSEHS' newsletters as requested by the Director
- In collaboration with Panhandle Health District, ensure health policies and procedures reflect best practices and stay abreast of changing health conditions in our service area (e.g. lead) that could impact our participants
- With support from the Leadership staff, oversee emergency response planning, including development and revision of materials, training and/or securing training for staff, and coordinating with the Jannus Chief Operating Officer regarding safety practices
- As requested by Center Managers, help identify materials to educate staff and parents on safety related topics and items (e.g. pedestrian and car seat safety, gun locks, etc.)

PROGRAM DATA COORDINATION

- Learn how to use the ChildPlus database and take initiative in supporting staff in ensuring that data is entered correctly to generate an accurate Program Information Report (work with ChildPlus staff as needed to support program entry and oversight)
- As requested by the ERSEA Manager, support continuous improvement efforts in ensuring accurate and timely data entry by staff across all component areas (health, family services, ERSEA, Mental Health, etc.)
- Ensure well-child, sensory screenings, and other health, nutrition, and family service activities and follow up are completed and documented in ChildPlus, monitor for progress, and complete follow up and referrals as needed
- Assist staff in getting required documentation from providers and in troubleshooting concerns
- Assist the ERSEA Manager in monitoring periodic PIR snapshots and in completing and submitting the annual PIR
- Assist the ERSEA Manager in tracking recruitment activities and outcomes
- Assist the Child Development/Disability/Family Engagement Specialist in monitoring family services in ChildPlus

COMMUNITY ENGAGEMENT

- Build and maintain community partnerships that support program services, including developing Memorandums of Understanding and identified outcomes and participating in community meetings, Councils, and Boards
- Maintain an active community presence in Kootenai County, with outreach as needed to Shoshone County. Rare outreach to Bonner County may be requested by the Director
- Proactive and able to take initiative to build a network of engaged community medical, dental, optical, emergency, and social service providers that are actively engaged in program planning, decision making, volunteering, and evaluating MSEHS' services
- Work closely with local medical, nutrition, and dental providers to build and strengthen relationships in order to ensure timely receipt of child and pregnant women's records, remove barriers to service, improve communication, be a knowledge base for referrals and staff support, helping providers understand our services

and records required, addressing communicable diseases effectively and in accordance with best practices, and serving as the bridge between providers and staff

- Look for new opportunities to develop collaborative projects and relationships focusing on outcomes
- Participate in recruitment activities that encourage commitment of perspective families, interns, and volunteers

STAFF TRAINING & PROFESSIONAL DEVELOPMENT

- Ensure that health requirements and staff training are completed as required
- Provide and/or coordinate for a contractor to provide annual and continuous training to all staff related to health and nutrition program requirements
- Attend staff meetings and trainings as requested
- Participate in reflective check in sessions, performance appraisals, and setting professional development goals
- Attend local, regional and national conferences, webinars, workshops, and training to maintain knowledge of current best practices in the field (travel may be required)
- Attend training to become proficient in using the ChildPlus database in order to monitor program data and support services

EDUCATION AND EXPERIENCE QUALIFICATIONS

- This is *NOT* a position that requires computer programming, computer database and networking, or IT experience. We will provide training on how to use the ChildPlus database
- Required: BA or BS in a related degree (e.g. Human Services, Business, Early Childhood, Health, Mental Health, Psychology, Social Work, Family Services, Nursing, Health Education, Health Administration, Public Health, Public Relations, Communications, Non-Profit Administration, etc.)
- Proficiency in Microsoft Suite and computer literate with regard to email and internet use required
- Experience with use of a database for tracking and monitoring services and outcome reporting is preferred
- Experience analyzing and monitoring data to ensure compliance with regulations is preferred
- Experience working with non-profits, families, and children is preferred
- Experience utilizing social media is preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

None required

PRECONDITIONS AND UNDERSTANDINGS:

- Ongoing education related to this position is required (e.g. webinars, workshops, conferences, trainings, etc.)
- An active community presence is required for this position, which means regular travel is expected
- Be willing to travel between sites for training, consultation and monitoring
- Flexible scheduling is needed in order to participate in program and community events and required training
- Current driver's license and able to provide ongoing proof of State required liability insurance
- Access to a well-maintained vehicle
- Complete a physical exam and TB screening upon hire. Staff who test positive for TB will be expected to follow medical guidelines and MSEHS policies. Complete periodic re-exams and TB as prescribed by your health care provider and MSEHS policies
- Be aware of immunization recommendations as advised by your health care provider, recommendation by the MSEHS' HSAC and the Centers for Disease Control
- Be willing to obtain and maintain CPR/1st Aid certification
- Pass a pre-employment criminal background check that meets federal requirements and every 5 years thereafter, if employed

WORKING CONDITIONS:

Works in general office environment and in the community.

PHYSICAL REQUIREMENTS:

Must be able to tolerate varied weather conditions when traveling to conferences and meetings. Sitting, standing, walking, driving, and repeated hand and wrist motions (for use of computers, phones, and other office equipment) are required. May be required to lift up to 50 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

To Apply:

Submit the required Jannus employment application available at www.jannus.org and your cover letter and resume to msehs-info@jannus.org or fax to 208.664.4683 or deliver to 411 N 15th, Suite 200, Coeur d'Alene, ID 83814.

Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.