

***The Healthy Start Coalition of Flagler and Volusia Counties is a non-profit organization striving to unite people and resources at the local level to meet the needs of pregnant women, infants, young children, and their families.***

Healthy Start Coalition FV offers full-time employees

- An atmosphere of respect and appreciation, where a healthy work/life balance is encouraged
- Health & Life Insurance - with an option that is 100% paid by Coalition
- Generous paid time off including holidays, vacation time & sick leave
- 401(k) Retirement Plan
- This position offers a New Hire Incentive Plan of \$1,560 in the first six months based on performance outcomes.

### **Program Supervisor – CONNECT**

#### GENERAL PURPOSE

This position is responsible for the supervision and coordination of day-to-day operations of Healthy Start Coordinated Intake & Referral (CIR/CONNECT) services and staff. The Program Supervisor – CONNECT ensures that CONNECT staff contacts pregnant women, postpartum women, and families of children under the age of three to assess risk factors that may lead to poor pregnancy outcomes and/or poor developmental outcomes. The Program Supervisor also ensures that staff work in partnership with the participants and/or family in providing information and linkage to programs and resources to address risk factors identified by a risk screen or referral.

#### ESSENTIAL FUNCTIONS/DUTIES

1. Reviews and assigns prenatal risk screens, infant risk screens and community/self-referrals to initiate Coordinated Intake and Referral services for pregnant women, post-partum women, infants aged 0-3 years and families.
2. Performs all aspects of performance management for assigned staff to include but not limited to providing supervision incorporating the use of reflective practice, training, support, and performance evaluation. .
3. Ensures the essential functions/duties and other responsibilities of assigned employees are performed in accordance with their position descriptions and documented in WFS and other data systems according to policy and procedure.
4. Evaluates and maintains the quantity and quality of services by conducting weekly and monthly reviews of CONNECT data, which includes initial intakes and provider referrals for quality assurance and reporting purposes.

5. Provide direct CONNECT services in the absence of assigned staff and as required by work volume.
6. Ensures the program team meets or exceeds all outcomes and performance measures and conducts QA/QI activities according to policy and procedure.

#### SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibilities but no subordinate supervisors.

#### ADDITIONAL FUNCTIONS/DUTIES

1. Day to day operations management of multiple programs and initiatives.
2. Manages administrative duties associated with essential functions including but not limited to submitting timely and accurate reports, program budget tracking and personnel management.
3. Maintain current knowledge of available community resources.
4. Report any knowledge or suspicion of child abuse, abandonment, or neglect immediately to the Florida Abuse Hotline (1.800.96.ABUSE).

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5. Travels to program sites as needed.
6. Travels to out-of-area meetings, conferences and training as required.
7. Monitors and evaluates the performance of employees.
8. Conducts group meetings and team conferences.
9. Other duties as assigned by Program Manager.

#### EDUCATION/QUALIFICATIONS/COMPETENCIES

Education/Qualifications:

1. Bachelor's degree in public health or human services administration or fields related to public, health, behavioral health, or other related social service systems with three (2) years of relevant experience.
2. Minimum of two (2) years' experience in program management.
3. Supervisory experience required; knowledge and experience with Reflective Supervision preferred.
4. Knowledge of contract development and management.
5. Ability to establish and maintain effective, harmonious working relationships with others.
6. Bilingual in Spanish and English is a plus.

A more detailed job description is available upon request. Please send resume and cover letter to [hr@healthystartcoalitionfv.org](mailto:hr@healthystartcoalitionfv.org) or see our ad on Indeed.