



COUNTY OF YOLO
invites applications for the position of:

Limited Term: Systems Improvement Officer – First 5

POSITION TERM: October 1, 2020 – June 30, 2022

HOURS and FTE: This salaried position is being recruited at .625FTE (25hrs/week)

FULL-TIME EQUIVALENT SALARY: \$72,476 - \$76,100

OPENING DATE:

CLOSING DATE:

Continuous

DESCRIPTION:

The County of Yolo is conducting a recruitment on behalf of First 5 Yolo for a grant-funded limited term Systems Improvement Officer position. The full-time equivalent salary range for this position is \$72,476 - \$76,100 annually, which will be pro-rated for this part time position to be filled at 0.625FTE (25 hours/week). In addition to the salary, First 5 Yolo offers a competitive benefits package. This position is being recruited at .625FTE (25hrs/week).

This recruitment is open until filled, and application materials will be reviewed on a continuous basis. In order to be considered, interested applicants should submit a cover letter, resume, and a list of three references via email to Gina Daleiden, Executive Director, at gdaleiden@first5yolo.org.

DEFINITION

Under the direction of the Executive Director, this grant-funded position (September 2020-June 2022) functions as the First 5 Yolo lead for the First 5 CA Home Visiting Coordination Grant. The incumbent performs complex analytical and administrative work, assists the Executive Director with planning and implementing program, and acts as a representative of the Executive Director, as designated; and performs related duties as required. Responsible for a variety of functions associated with the cross-program and multi-agency coordination and administration of First 5 Yolo's systems integration and improvement focused on home visiting and related strategies.

The Home Visiting Coordination Grant is a part of First 5 Yolo's collaborative work with First 5 CA and the First 5 Network. The Systems Improvement Officer position will address the goals of the Home Visiting Coordination Grant, including strengthening the coordination of local early childhood development and family support systems with attention to ways that home visiting can address the needs of families impacted by COVID-19, expanding access to home visiting and other supports to help families recover from the effects of the COVID-19 pandemic, strengthening coordination and alignment

across home visiting and family support agencies in Yolo County to address the effects of COVID-19, and embedding home visiting within early childhood systems as a critical component to helping families. This will include targeted work within First 5 Yolo's The CHILD Project: Road to Resilience (R2R) initiative that contains three different home visiting programs, as well as additional linkages and collaborations with other home visiting and family support programs in Yolo County. Activities may include cross-agency systems and program coordination, program and budget planning, outreach and convening of local partners, data tracking and evaluation, regional training and coordination, and continuous quality improvement input. The Systems Improvement Officer will also function as primary liaison from First 5 Yolo to First 5 CA and First 5 CA T/TA consultants for evaluation, tracking, planning, and policy recommendation work.

DISTINGUISHING CHARACTERISTICS

- This is a single position, at-will appointment that serves at the pleasure of the Executive Director, reporting directly to the Executive Director. This position is grant-funded for two years, with the position expiring when the grant expires. This position performs a wide variety of skilled, professional-level responsibilities related to general, management, and administrative support, building professional relationships and networks, contract management, program, data, or policy analysis, and/or information systems support as required to implement and oversee grant-funded activities. This position requires strong written and oral communication skills and an ability to communicate complex information to a variety of stakeholders. Incumbent is expected to develop and maintain professional working relationships with State and County agencies collaborating on home visiting and systems coordination and evaluation. This position also requires the incumbent to exercise independent judgment and initiative to make decisions on work issues, including those that fall outside of established parameters.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following:

- Coordinates and administers local activities associated with the Home Visiting Coordination Grant and First 5 Yolo's home visiting and alignment efforts, including but not limited to the following: working to identify and find solutions to barriers, expanding access for families to evidence-based home visiting programs, accelerating and/or improving integration of home visiting into other early childhood development and family support systems, serving as primary liaison between First 5 Yolo and First 5 California and consultants, facilitating communications with partners, convening and regularly attending collaborative meetings, and reporting to First 5 CA.
- Performs activities within the framing of mitigating the effects of COVID-19 and improving the COVID-19 recovery for families.
- Works closely with First 5 Yolo staff and direct service partners in the R2R initiative.
- Works to integrate systems and networks across Yolo County as related to home visiting and family support.
- Assists in coordinating between major early childhood systems efforts, including home visiting, Help Me Grow developmental screening and support, and quality early learning.

- Plans and facilitates regular meetings associated with home visiting and systems improvement.
- Manages, plans, and analyzes assigned programs and services, and develops recommendations, modifications, and enhancements.
- Writes and maintains the required local coordination plan in collaboration with partners.
- Researches and shares knowledge on leading practice in home visiting and family strengthening systems improvement.
- Works collaboratively with community organizations and partners to improve quality, capacity, and evaluation of home visiting and family support services for underserved families, including promoting leading practices and quality standards across service systems.
- Works closely with Yolo County Health and Human Services, Yolo County Office of Education, and other funders of home visiting in Yolo County.
- Assists and supports the Executive Director in collaboration with outside agencies, community partners, Yolo County, First 5 CA, and a variety of groups and organizations on matters related to improving the system of care for children and families in Yolo County with a focus on equity.
- Provides timely submission of data and reporting to First 5 California and responds to requests for information.
- Acts as liaison to First 5 CA's home visiting T/TA consulting firm.
- Assists with the planning and coordination of training and development programs.
- Maintains regular contact with Home Visiting Coordination Grant lead program staff at other county First 5 commissions and First 5 Association.
- Assists with development of the Regional Annual Convening of Home Visitation Partners to receive training, resources and technical assistance on early childhood supports and coordination.
- Works with evaluation personnel and systems partners to make recommendations for continuous quality improvement locally and, in coordination with First 5 Network and direction of First 5 Yolo, for policies statewide.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS:

License: Possession of valid California Driver's License

Qualifications

Education: A Bachelor's Degree from an accredited college or university (Master's preferred) in public health, health, social services, social science, public administration, or related; AND

Experience: Minimum of three (3) years of experience in maternal/infant health and/or home visiting management or family support management or administration and strong knowledge of home visiting programs, client engagement, and goals.

APPLICATION & SELECTION PROCESS:

Knowledge of:

- Local maternal/infant health and safety arena and evidence-based home visiting models and objectives, policies, standards, methods, and resources.
- Social justice issues underlying disparities in children's education, health, and well-being.
- Systems alignment and integration best practices.
- Engagement of underserved populations, in particular, the LatinX and African American communities and recent immigrants.
- Successful collaborative processes focused on building family-strengthening systems and parent leadership.
- Spectrum of family support agencies and/or home visiting models and approaches.
- Office procedures, methods, and equipment, including computers and applicable software, such as MS Word, Excel, Outlook, PowerPoint, and other specialized applications, social media platforms and databases related to area of assignment.
- Data collection methods and statistical analysis.
- Issues affecting children and families, including, but not limited to, children's education, development, and/or health.

Ability to:

- Apply strong problem-solving skills with a differentiated approach that enables multiple and innovative options to be considered.
- Manage a grant-funded project effectively and efficiently while looking for ways to continuously improve outcomes.
- Exercise initiative, ingenuity, and sound judgment when making decisions within general policy guidelines and areas of responsibility.
- Communicate clearly, concisely, and diplomatically, both verbally and in writing.
- Establish and maintain effective, constructive, and cooperative working relationships with others, including other staff members, funded partners (grantees), and community partners.
- Research, gather, organize, and analyze data.
- Review, analyze, edit, and/or summarize a variety of complex information or written material.
- Prepare clear written correspondence, releases, promotional or other written materials. Present data in reports, memos, charts, graphs, and other appropriate forms, particularly electronically and utilizing MS Office 365 applications (i.e., Excel, PowerPoint, Word, and Publisher).
- Analyze situations, frame issues, and prepare recommendations.
- Assimilate new information, assess changing situations, and maintain flexibility to respond to changing priorities or circumstances.
- Demonstrate a passion for First 5 Yolo's mission and work.
- Utilize computer hardware, databases, MS Office Suite, and other software.