



Program Coordinator Community Health and Wellness Department

Summary of Position

Under the supervision of the Developmental and Behavioral Health Director, this position is responsible for working effectively with the leadership team on the planning, development, implementation, coordination and evaluation of programs; development and monitoring of contracts; and development and strengthening of community partnerships by serving as a liaison in appropriate forums.

Background on FIRST 5 Santa Clara County

FIRST 5 Santa Clara County (FIRST 5) was formed when California voters approved Proposition 10 in November 1998. FIRST 5 is a public entity governed by a nine-member commission. FIRST 5 allocates funds to promote and support early childhood development for children prenatal through age 5 and to enrich the lives their families.

Through an extensive planning process, the community identified seven priority areas in which FIRST 5 invests its resources: 1) Children's Health; 2) Family Strengthening and Support; 3) Neighborhood and Community Engagement, 4) Early Care and Education; 5) Systems Change; 6) Workforce Development and; 7) Communications and Public Awareness. Based on the priorities the Commission adopted the following goals: 1) Children are born healthy and experience optimal physical, behavioral, and developmental health; 2) Families are resilient and raising happy, healthy, and thriving children; 3) Families in all communities and neighborhoods are engaged, connected, and involved in supporting the healthy development and well-being of children; 4) All children experience high-quality early care and education opportunities in various settings that prepare them to be lifelong learners at home, school, and in their communities; 5) County systems are integrated, strategic, and culturally responsive in their approaches to strengthening and supporting families; 6) The community (FIRST 5 staff, partners and other service providers) has the knowledge, skills, and capacity to support children prenatal through age 5 and their families; and 7) The community is aware of the importance of early childhood and FIRST 5's mission, priorities, investments, partners, and impact.

Potential applicants are encouraged to visit FIRST 5's website at www.first5kids.org in order to better understand FIRST 5's programs and services.

Essential Functions and Responsibilities

- Lead specific aspects of projects with internal team members and external partners
- Participate in integrated planning, implementation and continuous improvement efforts within and across departments
- Communicate about FIRST 5's strategic direction, investments and impacts to all internal team members and external partners
- Establish collaborative, effective working relationships with all internal team members and external partners

- Model skills and attitudes that foster a culture of leadership, innovation, accountability, excellent service, and continuous improvement within FIRST 5
- Provide excellent service to internal and external customers
- Coordinate the planning, development, implementation and evaluation of health and wellness programs through the facilitation and documentation of relevant meetings as well as the coordination of data collection and outcomes reporting.
- Coordinate technical assistance to staff and partners to address gaps in physical, developmental and behavioral health knowledge and skills in the provision of a seamless system of care for children prenatal through age 5 and their families and communities.
- Collaborate with FIRST 5 staff and leadership team to develop and implement policies and procedures to achieve organizational objectives.
- Coordinate program activities to ensure continuing operations and increasing productivity.
- Coordinate developmental and behavioral health programs, such as (but not limited to): Help Me Grow/KidConnections System of Care, Court Appointed Special Advocates, Family Law Drug Treatment Court, and Public Health Nursing Home Visiting
- Support the development of grant proposals
- Coordinate the development of procurement processes such as requests for proposals
- Develop, monitor, evaluate and report on assigned contracts
- Maintain knowledge of current research and best practices in the field of early childhood for children prenatal through age 5 and their families and communities.
- Perform other tasks as required.

Required Knowledge, Skills and Abilities

General Knowledge of:

- Physical, developmental and behavioral health programs and services for children under age 6 and their families and communities
- Systems of care for children and families
- School readiness
- Early childhood development
- Trauma-informed and healing-focused care in relation to adverse childhood experiences
- Standardized early screening and assessment tools, such as Ages and Stages Questionnaires
- Racial equity, inclusion and needs of diverse ethnic, social and economic communities
- Program planning, development, implementation, data collection and evaluation
- Budget development
- Strategic planning
- Facilitation of meetings
- Effective teamwork
- Interagency collaboration
- Computer programs, e.g., Word, Outlook, Power Point, Excel

Core Competencies:

- Maintains standards of confidentiality and a strong commitment to ethical practice.

- Demonstrates safe work practices and exhibits understanding of emergency response techniques appropriate to position.
- Focuses on understanding and meeting customer needs.
- Maintains positive work relationships in a respectful and collaborative manner.
- Maintains good communication with others ensuring others have necessary information.
- Actively works toward organizational improvement and professional growth.
- Actively promotes FIRST 5's Core Values

Ability To:

- Communicate effectively both verbally and in writing
- Plan, organize and evaluate programs and services
- Be an effective member of a team
- Maintain stability and leadership in a rapidly changing environment
- Work effectively as a leader of a team internally and externally
- Speak effectively in public
- Prepare and review reports
- Develop and recommend effective courses of action
- Establish and maintain program objectives, priorities and policies
- Develop short- and long-range budget plans that accurately reflect program needs

Educational and Work Experience Requirements

Candidate must possess a bachelor degree in psychology, social work, public health, counseling, early childhood development (or a related field).

Work Environment

- Some travel, primarily within the County and State to attend various meetings
- Fast paced, diverse and dynamic environment
- The work is sometimes physical, requiring setting up for meetings which may require lifting (up to 25 pounds) or carrying cumbersome materials, e.g., easels, flip charts, refreshments, brochures, etc.
- Must be able to speak, read, and write fluently in English;
- Clearance of background checks as required by local, state and federal regulations;
- Ability to work evenings and weekends as required;
- Must be able to travel to conferences, trainings, and meeting sites within and outside of Santa Clara County; and
- Possession of a valid California Driver's License and a reliable means of transportation.

Term

This is a full-time, exempt position.