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Position

Screening & Care Systems Coordinator

Location:

Salem, Oregon

History:

Marion & Polk Early Learning Hub, Inc. (MPELH) is a nonprofit organization focused on helping to ensure children ages 0-6 are safe, healthy and eager to learn, and every family is strong and resilient. MPELH is a backbone organization that connects resources, programs and families to ensure better outcomes for young children. MPELH and partners have committed to three primary goals driving the work:

- Children are more ready for kindergarten
- Families are stable and attached
- Services are coordinated and effective

Position Purpose

- The Screening & Care Systems Coordinator is the primary point person for the Hub health and social services sector areas. This position is responsible for the programmatic operations of the Developmental Screenings Pathway grant and the Family Support work in the community. The Screening & Care Systems Coordinator attends community meetings to represent the Hub's messages and programs, learn about community resources, and strengthen partnerships with resource providers. Other responsibilities include participating in MPELH meetings including the Collective Action Team, supporting team members with projects, and various other duties as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education and Experience**

A Bachelor's degree, ideally in Early Childhood Education, Health, Social Work, Program Management or a related field and; two years' experience in early childhood education, special education, or health care systems coordination. Experience with data management and data systems preferred. A comparable combination of education and experience will be considered.

- **Communication Skills**

- Ability to read, write, speak, and understand English; the ability to communicate in Spanish is strongly preferred.
- Ability to interact with diverse individuals while maintaining professionalism, tact and inclusiveness through shared decision making.
- Effective and professional writing skills.

- **Other Qualifications and Core Competencies**

- Knowledge of community resources, especially those that relate to children and families.
- Must be flexible, take initiative, and be able to think creatively
- Excellent organization and time management skills, self-motivated, and excited to take on new projects and responsibilities
- Ability to analyze and create data reports for internal and external partners
- Ability to organize, prioritize, and apply logic in approach to work, effective time management, and planning and meeting deadlines.
- Proficient in the use of computers and related information technologies.
- Ability to work occasional evenings and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This job description is not intended to be all-inclusive. Employee will also perform other reasonably related duties as required.

Developmental Screenings Pathways (65%)

- Oversee the grant funds and activities for the Developmental Screenings Pathway grant through Willamette Valley Community Health.
- Coordinate with Willamette Education Service District and two medical clinics to increase the number of appropriate referrals from medical providers to early intervention. Facilitate discussions to coordinate detailed logistics.
- Develop and disseminate procedures and documents to support effective and efficient referrals between providers.
- Coordinate and develop resources to meet family needs, especially for those who do not qualify for Early Intervention services.
- Recruit new medical clinics to implement the processes of the developmental screenings pathways work. Work with these clinics to implement the developmental screening pathway process, including the development of coordination of resources for families and providers.
- Launch ASQ Online database with interested early learning providers.
- Participate in development of program agreements and contracts as necessary.
- Consult with partners in problem-solving and encouraging continuous quality improvement.
- Compile and analyze data collected from medical clinics, WESD and early learning providers. Prepare reports and data to be shared internal and external with partners.
- Make recommendations to MPELH leadership, board of directors, and other strategic partners as needed.
- Work with MPELH staff and initiatives to ensure work is aligned and coordinated.

Family Support Funds (20%)

- Oversee the Family Support funds program
- Represent the Family Support funds and other Hub programs at community meetings. Answer questions from partners and community members.
- Provide oversight for and create partnerships with Family Support Providers to ensure that they are informed and able to implement program requirements.
- Compile monthly data reports.
- Gather input for continuous program improvement. Assist in resolving programmatic challenges, maintaining positive staff and provider morale.



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- Meet twice yearly, or as needed, with each agency's Family Support Coordinators to review files and ensure processes are working smoothly.
- Oversee the grant application process for new Family Support partners.
- Conduct a biannual review of the impact of the funds.

Miscellaneous (15%)

- Develop and oversee health related projects.
- Attend community meetings to represent the Hub's messages and programs, learn about community resources, and strengthen partnerships with resource providers. (Meetings include: Partners for Young Children, Emergency Housing Network, Service Integration Teams, Family Resources, Support and Training, Community Advisory Council for the CCO, Maternal and Child Health Coalition)
- Manage the Reach out and Read program – including tracking data and ensuring clinics have books.
- Support team members with their projects.

While performing the above Essential Duties and Responsibilities the employee must:

- Possess working knowledge of agency policies and procedures and other applicable regulations.
- Develop and maintain community partnerships.
- Model direct, positive, honest, and respectful behavior in every aspect of work with children, families, staff and community members.
- Work cooperatively with staff to promote a unified team approach, which includes sharing ideas, communicating, problem solving, and mutual support.
- Support and enthusiastically participate in program changes and continuous improvements.
- Respect the confidentiality of information about children and families, agency staff, personnel issues, and other program operations.

COMPENSATION

Range: \$48,000-\$62,000 commensurate with qualifications and experience.

MPELH offers a benefits package that includes Paid Time Off (PTO), and medical, dental, vision health benefits for full-time employees. This is a full-time exempt position with a work schedule that will include occasional evening and weekend meetings. There will be some travel, primarily in-state.

Successful applicant must successfully complete and pass the Criminal History background check. Person in this position must possess a valid Oregon Driver's License and insured vehicle available for use on the job or acceptable alternative.

TO APPLY:

Please submit a resume, cover letter, and three (3) references electronically to: Lisa Harnisch – lharnisch@earlylearninghub.org

Applications will be reviewed as they are submitted. Position is open until filled.