

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTHY START COORDINATOR

BASIC FUNCTION:

Under the direction of the Director-Prevention/Intervention and site administrators, plan, organize and implement programs for the Healthy Start Family Resource Centers at designated sites; manage the implementation and evaluation of grant-specific activities for Healthy Start; provide coordination of the case management system; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and implement programs for the Healthy Start Family Resource Centers at designated sites; chair the multi-disciplinary team (MDT) at designated sites.

Manage the implementation and evaluation of grant-specific activities for Healthy Start.

Provide coordination of the case management system including intake assessments, assignment to Family Advocates, and referrals to Student Attendance Review Board (SARB) or appropriate community agencies.

Serve as communication liaison among the school staff, Family Resource Center staff, and private and public community agencies.

Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Serve on various community and District committees or organization in a leadership or advisory capacity on matters related to Healthy Start.

Identify, assess and evaluate the needs of referred students and families.

Coordinate with staff, students and families to develop a variety of program activities.

Prepare District and State reports and evaluations related to Healthy Start; maintain related records; prepare newsletters, special announcements and other communications to promote Healthy Start activities and opportunities for distribution to students, families and staff.

Assist school staff in areas related to parent involvement and parent education, such as open house activities to encourage participation within the program; link parents to workshops and other resources within the community.

Assist in the development and implementation of community wide projects such as job fairs, health fairs, dental screenings, immunizations and others; coordinate with existing District and community resources and community leaders; participate in activities and projects as assigned.

Maintain and monitor program budget for sustainability as a program goal; participate in raising supplemental funding as required.

Operate a computer and assigned software; operate standard office equipment; drive a vehicle to various sites to conduct work.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Case management and family needs assessment systems including health, psychosocial, educational, vocational and environmental and other needs.

Community resources and County programs that serve the needs of at-risk students and families including CHDP, Geographic Managed Care, CalWORKS and local community based organizations.

District organization, operations, policies and procedures.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Methods to assist in the development of increased self-awareness and a positive self-concept.

Collaborative in program/team development programs with an emphasis on a multi-disciplinary approach.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Plan, organize and implement programs for the Healthy Start Family Resource Centers at designated sites.

Manage the implementation and evaluation of grant-specific activities for Healthy Start.

Provide coordination of the case management system.

Train, supervise and evaluate the performance of assigned personnel.

Identify, assess and evaluate the needs of referred students and families.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare District and State reports and evaluations related to assigned activities and maintain related records.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in social services and three years experience in a social services environment.

LICENSES AND OTHER REQUIREMENTS:

Valid Pupil Personnel Services Credential or other appropriate credential.

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.