

Job Title: Community Alignment Specialist

Reports To: Program Director

FLSA Status: Non-Exempt

Pay Range: \$15.50-\$18.00/Hour

Coverage Area: Henderson and Polk Counties

Who We Are

Smart Start Partnership for Children, Inc. (SSPFC) is an early childhood non-profit organization that supports, educates and advocates to build a strong foundation for young children in our community. For the past 21 years we have provided programming and services in education, health and family engagement. SSPFC is a trusted convener and facilitator creating an open environment for developing collaborative relationships and advancing new ideas and strategies. Through our programs and partnerships, we provide opportunities, shape practice, affect policy and support innovation. To learn more, visit our website at www.smartstartpfc.org.

Family Connects

Family Connects is an evidence-based and successfully demonstrated program that connects parents of newborns to the community resources they need through postpartum nurse home visits. As a community-based program, Family Connects supports new parents in caring for their newborn(s), offers physical assessments of the mother and the baby, addresses questions about caring for the newborn(s), identifies parents' needs, and helps to identify community services or resources that can meet those needs. In addition, through this connection to resources, Family Connects helps to identify gaps in critical community-wide resources with the goal of working toward increasing needed services locally.

Position Summary

The Community Alignment Specialist (CAS) will manage, coordinate and participate in the development of community resources in partnership with both public and private agencies within the community. This position is responsible for the establishment of viable coalitions and partnerships among civic, community and health and human services partners to plan programs, services and supports designed to meet the needs of families with newborn children. The CAS serves as the public face of Family Connects and delivers program information to an array of audiences. The CAS will solicit feedback from home visitors and supervisors regarding unmet needs in the community and, with the team, plan toward closing those gaps as possible. In addition, the CAS will lead the marketing and public relations efforts of the Family Connects program. The CAS will also participate in establishing and maintaining communication between community resources, physicians, nursing personnel and other health-care professionals regarding program objectives, policies and procedures. The CAS will compile and maintain records, reports and documentation of program activities regarding community relations for use in program evaluation.

Primary Responsibilities

1. Establish and nurture relationships, partnerships, and coalitions with community resources and services that provide support to families.
2. Identify resources, establish relationships with providers, maintain an updated list of resources, and identify gaps in needed community resources so that the broader community can be induced to grow these resources over time.
3. Provide individual-case consultation about community resources to support nurse home-visitors as they connect families with community resources, as needed.
4. Market the program by communicating with referral sources (for example, OB/GYN practitioners, hospitals, pediatricians), communicating with groups that interact with families (for example, employers, newspapers, churches, child care agencies), and soliciting support from community leaders (for example, to publicize the program and to provide incentives for families such as free diapers).
5. Increase the array of options for pregnant women and new mothers to know about and to sign up for a Family Connects home visit by working with health providers and other organizations about referrals to and support for the program.
6. Lead the community advisory board to coordinate services with others in the early childhood system of care; plan and facilitate community advisory board meetings and facilitate regular communication among community advisory board members.
7. Interact and build relationships with Henderson and Polk county community leaders and key community stakeholders which can include directors of county government agencies, city and county representatives, hospital leadership, and directors of local non-profits.
8. Compile and maintain records, reports, and documentation of program activities regarding community relations for use in program evaluation.
9. Develop, maintain and regularly update a collection of community resources which are utilized as the referral source for the Family Connects nurse home visits. Train staff on use and establish or enhance current feedback loops and procedures regarding referral sources input into the database.
10. Analyze data to determine the effectiveness of the program and recommend change when needed.
11. Attend regular meetings with the Family Connects Team at the state level to develop and implement innovative strategies and deliverables for the Henderson and Polk County Family Connects program. This work will be in correspondence and conjunction with work being implemented across the country and under the direction of Family Connects International.

Skills and Qualifications

1. Bachelor's Degree or equivalent in human services or closely related field.
2. Proven experience in human services, skilled in interacting with human service providers and agency leaders and familiarity with local social service providers.
3. Ability to communicate and present information clearly and professionally with a range of stakeholders. The position requires an understanding of and experience in communication and public relations strategies and writing experience.
4. Possess leadership skills and a willingness to take initiative and be proactive. Must possess the ability to work independently, as well as in team settings.
5. Ability to work well with diverse populations through inclusive and culturally responsive practices.
6. Proficiency with Microsoft Office Suite and ability to learn new computer software programs.
7. Must be able to work occasional evenings, holidays and weekends.
8. Must be able to lift 25lbs.
9. Must possess a valid North Carolina driver's license and own transportation.

The above statements describe the general nature and level of work being performed by individuals in this position. The list is not intended to be an exhaustive list of all responsibilities and duties required of personnel.

Benefits

- \$500/month Salary Supplement (in addition to wages)
- Flexible work hours
- 24 days a year off for vacation, holiday, and family/community involvement leave
- 12 days a year off for sick leave (accrued at 1 day per month)
- 401(k) plan
- Cell phone stipend

Equal Opportunity

As part of our commitment to center equity in our work, Black, Latinx, Indigenous, and others who identify as nonwhite, people with disabilities, members of the LGBTQ+ community are encouraged to apply for this role.

Apply

Please submit a cover letter and resume highlighting your experience and interest to sonia@smartstartpfc.org. Submissions will be reviewed as received and the position will remain open until filled.