

Lower Hudson Valley Perinatal Network

*Serving Dutchess, Putnam, Rockland & Westchester Counties
A Program of the Children's Health and Research Foundation, Inc.*

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www.lhvpn.net

POSITION DESCRIPTION

HEALTHY FAMILIES ROCKLAND COUNTY (HFRC) COORDINATOR (Full-time position)

Working together with its partners The Lower Hudson Valley Perinatal Network (LHVPN) advocates for and educates consumers and professionals about maternal, child and family health. LHVPN also mobilizes the community, to eliminate disparities, and improve the health of women, children and families in New York's Lower Hudson Valley, which includes Dutchess, Putnam, Rockland & Westchester counties.

Reports to: VP, Perinatal Programs, CHRF/Lower Hudson Valley Perinatal Network Executive Director

Position Summary

The Healthy Families Rockland County Coordinator is responsible for planning, coordinating and implementing all program activities to carry out the mission of the Lower Hudson Valley Perinatal Network and fulfill work plan objectives and requirements of the Healthy Families New York contract.

The Healthy Families Rockland County Coordinator is responsible for the day-to-day management and implementation of the Healthy Families New York (HFNY) home visiting program, including overseeing program staff, subcontractors and evaluation and will report directly to the LHVPN Executive Director to ensure that the program is implemented as outlined.

Healthy Families Rockland County (HFRC) is a comprehensive prevention home visiting program that supports positive parent-child bonding, promotes child and family health and development and enhances family resilience respectful of cultural and community diversity.

Duties and Responsibilities

- Administration
 - Manages all aspects of the Healthy Families New York Program, including administrative/budgetary, and service delivery components.
 - Assists with overall planning and direction of the program.
 - Supervises HFRC staff and subcontractors and provides team leadership.
 - Provides training and orientation to HFRC staff and community partners.
 - Maintains records.
 - Participates in regular staff meetings.
 - Prepares reports required by agency and funding source in a timely fashion.
 - Serves as the primary liaison to the HFNY Program contract manager and with HFNY State Leadership Group.
 - Participates in grant writing activities.
- Community Mobilization
 - Develops and maintains community partnerships and collaborations.
 - Maintains HFRC advisory board.

Serving the community for more than 10 years

*LHVPN was originally organized in 2004 by the Maria Fareri Children's Hospital Regional Perinatal Center with March of Dimes funding.
LHVPN is currently a program of the Children's Health and Research Foundation, Inc. a non-profit 501c3 organization.*



- Program Services
 - Reviews participant case plans
 - May provide direct service, e.g. crisis intervention, to families.
- Evaluation and Quality Assurance
 - Ensures all data required by program is collected.
 - Implements continuous quality improvement plan.
 - Evaluates program activities in conjunction with the Office of Children & Family Services, LHVPN Medical Director and LHVPN Executive Director.
- Performs other duties as requested.

Skills and Qualifications

Master's Degree OR Bachelor's degree with four years work experience in social work or a health or human service agency; direct experience with at-risk families, including work in the field of child abuse or family violence and previous supervisory experience.

- Knowledge and experience in strength-based and family-centered provision of primary prevention services, and/or direct experience as a home visitor.
- Knowledge of infant and child development, parent-child attachment, maternal-infant health, and the dynamics of child abuse and neglect.
- Ability to establish trusting relationships and work effectively with mothers, fathers, and extended family.
- Belief that children need to be nurtured.
- Administrative experience in program planning, implementation, evaluation and reporting with demonstrated ability to organize project details and tasks.
- Ability to provide leadership, set program goals and objectives, make difficult decisions, remain flexible and supportive of workers' tasks, and be consistent and calm during crises.
- Skill in supervising staff, counseling, teaching, managing a budget and team building and motivation.
- Highly effective verbal, listening, presentation and written communication skills. Must be comfortable in speaking to both large and small groups of consumers, health and human service providers, educators, and business leaders.
- Ability to effectively network and work with both high-level institutional leadership as well as engage with core local organizations and community groups.
- Respect for and sensitivity to the needs and rights of others, including those with differing cultural, racial, sexual, or ethnic identities.
- Commitment to achieving health equity and overcoming health disparities.
- Self-motivated with an entrepreneurial mindset & ability to work independently & as part of a team.
- Strong computer skills including the ability to operate computerized spreadsheet, word-processing, databases and graphics at a highly proficient level.

Other Conditions of Employment

- A valid driver's license and reliable personal transportation is necessary to fulfill job requirements.
- Must have schedule flexibility to include occasional early morning and evening meetings/activities.
- Ability to meet the following physical requirements with or without reasonable accommodation:
 - Walk, bend, kneel, and reach;
 - Lift 20 – 30 pounds;
 - Conduct both outdoor and indoor activities, in both warm and cold temperatures.

Salary and Benefits

CHRF, Inc./LHVPN offers a competitive salary and comprehensive benefits package.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sexual orientation, disability or marital status.

To Apply

Please submit your resume, cover letter and salary requirement by **January 31, 2019** to: Cheryl Hunter-Grant, VP, Perinatal Programs CHRF/Executive Director, LHVPN, Hunter-GrantC@lhvpn.net indicating ***“HFRC Coordinator” – your name*** in the subject line.