



Real People. Remarkable Healthcare.

**Mission-** To Enhance Community Health and Wellbeing

**Vision-** 100% Access Zero Disparity

|  |                                       |                    |                            |
|--|---------------------------------------|--------------------|----------------------------|
| <b>Core Values</b> - People Centeredness, Compassion, Accountability, Integrity, Continuous Improvement, Excellence  |                                       |                    |                            |
| <b>JOB TITLE</b>   | Early Childhood Coalition Coordinator |                    |                            |
| <b>DEPARTMENT</b>  | Learning Partners                     |                    |                            |
| <b>REPORTS TO</b>  | Learning Partners Director            |                    |                            |
| <b>FLSA</b>  | Non-Exempt                            | <b>SUPERVISES</b>  | None                       |
| <b>EFFECTIVE DATE</b>  | 4/1/2024                              | <b>REVIEWED BY</b> | Learning Partners Director |
| <p>Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. Our mission and vision wouldn't be possible without you. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors and continuously strive to meet our mission and vision.</p>  |                                       |                    |                            |
| <p><b>POSITION SUMMARY:</b></p> <p>The Park County Early Childhood Coalition Coordinator will share leadership of the Coalition with the program director.</p> <p><b>ESSENTIAL JOB FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Plan and lead weekly group events for families.</li> <li>2. Plan and lead monthly coalition meetings, take minutes, keep Coalition connected.</li> <li>3. Nurture and develop strong relations with coalition members and childcare providers.</li> <li>4. Communicate well: clear speaker, excellent listener, invite participation.</li> <li>5. Provide community training, such as Adverse Childhood Experiences, Positive Childhood Experiences, secure attachment, and Circle of Security.</li> <li>6. Provide childcare for parent/family events on occasion.</li> <li>7. Write grants. Cultivate relationships with foundations and individual donors.</li> <li>8. Market the Coalition's work through social media, newsletters, and website.</li> <li>9. Collect and record program data through surveys and a database.</li> <li>10. Connect and refer families to community resources.</li> <li>11. Participate in required local, regional, and virtual meetings for training and collaboration.</li> <li>12. Travel in your own vehicle as needed.</li> <li>13. Report to work as scheduled and work a flexible schedule when needed. This will include infrequent evening and weekend work.</li> </ol> <p><b>GENERAL RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Understand and adhere to HIPAA regulations.</li> </ol> |                                       |                    |                            |

2. Ability to report to work as scheduled and work a flexible schedule when needed, which may include travel to other sites.
3. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes, and working to implement patient centered communication skills.

**SKILLS AND ATTITUDES**

1. Demonstrates CHP's Core Values
  - a) People-Centeredness: We empower all people to be agents of their own health and well-being.
  - b) Compassion: Ability to be friendly, empathetic, courteous and an adept communicator with customers and staff. Meet people where they are without judgement.
  - c) Accountability: The ability to prioritize work and do what we say we will do.
  - d) Integrity: Ability to set priorities, be organized, be a self-starter and hold ourselves to the highest standards.
  - e) Continuous Improvement: Ability to work in a team or independently, sharing responsibilities and duties to make positive change.
  - f) Excellence: Deliver outstanding value and results.
2. Experience working with limited resource populations.
3. Ability to work with grace under pressure.
4. Ability to resolve interpersonal conflict in a straightforward and timely manner.
5. Ability to treat both staff and patients with respect.
6. Ability to navigate technology efficiently.
7. Ability to gracefully accept and respond to feedback.

**ESSENTIAL PHYSICAL REQUIREMENTS**

|                                   | <b>Occasionally<br/>(1%-33% of<br/>day)</b> | <b>Frequently<br/>(34%-66% of<br/>day)</b> | <b>Continuously<br/>(67%-100% of<br/>day)</b> |
|-----------------------------------|---|--|---|
| Sitting                           |   | X  |   |
| Standing                          | X   |  |   |
| Walking                           | X   |  |   |
| Speaking/Hearing                  |   |  | X   |
| Seeing                            |   |  | X   |
| Hand/Wrist Work (ie. Keyboarding) |   | X  |   |

|                   |   |   |  |
|-------------------|---|---|--|
| Pushing/Pulling   | X |   |  |
| Grasping          | X |   |  |
| Fine Manipulation | X |   |  |
| Reaching          | X |   |  |
| Bend              | X |   |  |
| Squat             | X |   |  |
| Lift 1-10 lbs     |   | X |  |
| Lift 11-20 lbs    | X |   |  |
| Lift 21-50 lbs    | X |   |  |

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**JOB QUALIFICATIONS:**

Education:

A bachelor’s degree in social work, education, child development or a related field preferred. Non-related bachelor’s degree or associate degree acceptable. 2+ years of experience in non-profit work preferred.

Experience:

- Demonstrated communication skills.
- Experience working with families with young children.
- Experience with non-profit work.
- Experience with Collective Impact work.
- Experience leading and/or working in small groups.
- Experience teaching or presenting to individuals and groups.
- Experience with computers: typing; using Microsoft Word, Excel, and Outlook; using a web browser to access and enter information into a database.
- Experience with social media and newsletters.
- Experience fund raising and grant writing.

I have read the job description above and had my questions answered.

Name: \_\_\_\_\_ Date: \_\_\_\_\_