



Home Visiting Coordinator

REPORTS TO: Director of Home Visiting

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia or Remote

I. Position Summary

Provides support and monitoring functions for the Children's Trust of South Carolina home visiting program funded through the Health Resources and Services Administration (HRSA), within the U.S. Department of Health and Human Services.

Work with and support the Director of Home Visiting (DHV) and other home visiting team members to ensure all activities are completed in an efficient and timely manner, and in accordance to grant guidelines. This person will guide the implementation and oversight activities of various local implementing sites, with specific focus on technical assistance, evidence-based programming, program fidelity, and early childhood resource development.

II. Duties and Responsibilities

Coordinate all aspects of Maternal Infant Early Childhood Home Visiting (MIECHV) sub-grants including grant compliance, evaluation, reporting, renewal plans and budget with the director of home visiting, senior grants accountant and grants compliance manager, with a specific focus on funded Nurse Family Partnership and Healthy Families America sites.

Coordinate and support activities of home visiting sites, as needed, and support fidelity efforts as a liaison for other models supported by Children's Trust.

Participate in the competitive grant/contract process as dictated by the MIECHV plan and guided by the director of home visiting and chief partner engagement officer (CPEO); including developing proposed grant budget items based on technical assistance and support plans for the budget period.

Review grant and/or subcontract financial requests and reconcile all budget expenditures in coordination with Children's Trust senior grants accountant and compliance manager, as needed.

Assist MIECHV funded leads and partners to support and systematize their efforts to assure strong implementation of home visiting according to best practices and national standards—including continuous quality improvement (CQI), data collection and fidelity assurance for sites, and evaluation and research activities for HV models, as directed.

Monitor programmatic performance, fidelity, and implementation of grant deliverables of each site, via site visits, monthly calls, semi-annual progress report review, monthly enrollment report review, and collaboration with national program model developers and TA providers, in coordination with director of home visiting and other home visiting team members.

Convene the Healthy Families America administrator group in regular virtual and in-person meetings to support statewide coordination, model fidelity, and excellence in implementation across all of South Carolina HFA programs.

Assist in the development and timely distribution of the monthly correspondence to all MIECHV sites, their respective staff, and Children's Trust senior leadership in collaboration with Children's Trust communications team, as lead by home visiting systems coordinator.

Assist with the coordination and planning of workforce development opportunities for funded partners.

Assist in the integration of SC Family Resource Network with Children's Trust evidence-based home visiting models, including Healthy Families America, Parents as Teachers, Nurse-Family Partnership and/or other primary prevention interventions within existing Family Resource Centers.

Attend and present when appropriate at local, state, and national educational programming to enhance knowledge and professional development, and to assist in identifying current research, key topics, and speakers/consultants for Children's Trust educational programming; participate on state boards, task forces and ad hoc committees when appropriate.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of the organization.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

III. Qualifications

Have a bachelor's degree in social work, early childhood education, public health, mental health or other related fields and a minimum of three years related experience in program development working with families and children in the fields of prevention, family support or home visiting; related master's degree preferred. Spanish speaking fluency is a plus.

Embody vast knowledge of evidence-based, primary care programming and early childhood system development.

Negotiate complex partnerships and seen as a leader in challenging situations.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

Have good judgement, empathy, adaptability, and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Have strong computer literacy; proficient in Microsoft Office Suite, Trello, Dropbox, SharePoint, Blackbaud, Zoom and data management systems.

Manage light to moderate carrying and lifting of items.

Drive and travel throughout South Carolina on a regular basis and nationally, as needed.

This is a grant funded position and subject to change. Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.