



## Home Visiting Quality Improvement Coordinator

**REPORTS TO:** Director of Home Visiting

**STATUS:** Full-Time

**CLASSIFICATION:** Non-Exempt

**LOCATION:** Columbia, SC

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### Position Summary

Provides quality improvement, quality assurance, support, and monitoring functions for the Children's Trust of South Carolina home visiting program funded through the Health Resources and Services Administration, within the U.S. Department of Health and Human Services. Work with and support the director of home visiting to ensure all activities as part of the federal grant program are completed in an efficient and timely manner, and in accordance to grant guidelines. This person will guide the continuous quality improvement and technical assistance activities of all funded sites as well as implementation and oversight activities of Parents as Teachers local implementing sites, with specific focus on technical assistance, evidenced-based programming, and program fidelity.

### Duties and Responsibilities

Develop, formalize and deliver Continuous Quality Improvement (CQI) approach for SC Maternal Infant Early Childhood Home Visiting (SC MIECHV) programs; develop strategies and tools to support high quality services and program improvement.

Integrate quality improvement and assurance within the activities of the home visiting coordinators.

Develop and implement CQI plan for existing sites.

Provide quality improvement technical assistance and planning onsite and in small groups (person to person, webinars) to SC MIECHV programs in coordination with home visiting coordinators and contracted evaluation team; monitor and assist sites through various site visits, calls and meetings.

Coordinate and assist efforts with the contracted evaluation team to ensure that sites are engaged in continuous quality improvement of home visiting activities, particularly as related to the MIECHV benchmark indicators.

Assist all evaluation activities and research activities for HV models in concert with the contracted evaluation team; use the CQI lens to review and interpret data results and communicate data findings to a variety of home visit audiences including state, project leadership and home visitors; analyze home visiting service data to identify trends and opportunities to develop CQI action plans and assess progress and outcomes.

Assist in the development of expert knowledge and utilization of databases and/or spreadsheets to manage and present data results to non-data MIECHV staff.

Assist and/or coordinate planning of home visiting workforce development activities for home visiting programs and targeted training for special populations in collaboration with the director of community and workforce development when appropriate; include subcontractors in the planning and training process; assist in monitoring maintenance of accurate files, records, and reports for training and technical activities, in coordination with the home visiting coordinator and home visiting systems coordinator.

Coordinate all aspects of Maternal Infant Early Childhood Home Visiting (MIECHV) PAT sub-grants including grant compliance, evaluation, reporting, renewal plans and budget with the grants accounting manager and director of grants and contracts management.

Review grant and/or subcontract financial requests and reconcile all budget expenditures in coordination with Children's Trust grants accounting manager and director of grants and contracts management as needed.

Assist the 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.

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 home visiting coordinator and director of home visiting.

Participate in the competitive and continuing grant/contract process as dictated by the MIECHV plan and guided by the director of home visiting.

Assist the 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.

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.

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 agency.

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

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 expectations that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

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## Qualifications

Have a bachelor's degree in organizational development, human services, early childhood education, social work, public health, public administration, psychology, human development, child development, or other related fields, and three years of experience working with health or human services or prevention projects (Master's degree in a related field is preferred).

Content knowledge and experience of health and human services with a substantive understanding of early childhood and/or home visiting programs; familiarity or experience with one or more CQI approaches in a health and human service setting is preferred; active graduate level research or practices may count toward this qualification; willingness to be trained in various quality improvement/assurance models, as applicable.

Understand the use of data and related information sources for designing CQI processes.

Negotiate complex, diverse partnerships and seen as a leader in challenging situations. Excel at details, multi-tasking and to work independently and set priorities.

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 initiative; 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.

Manage light to moderate carrying and lifting of items.

Have strong computer literacy; proficient in all Microsoft Office Suite and web/data management products.

Travel throughout South Carolina on a regular basis and nationally as needed.

This is a grant funded position and subject to change.

Children' 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.

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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.

### **Position: Home Visiting Quality Improvement Coordinator**

**Approved by:**

Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature indicates verification of receipt of job description. The job description supersedes and rescinds all previous job descriptions.*