

## **HELP ME GROW COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for advancing the Help Me Grow Program initiative by implementing and managing key program components. This position supports families and young children by facilitating access to developmental screenings, referrals, and services. The work is performed under the general supervision of the Public Health Director with wide leeway for independent judgement. Supervision is exercised over program staff. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Coordinates and manages the day-to-day operations of the Help Me Grow initiative in Herkimer County;
- Serves as a liaison between families, community-based organizations, healthcare providers, schools, and county government departments;
- Provides coordination and follow-up for family referrals through the Help Me Grow Program;
- Conducts home visits with families for goal-setting, developmental screenings, and parent support;
- Educates families about child development and available local resources;
- Contacts with and meets community partners to foster collaboration and streamline referrals;
- Tracks and analyzes data on outreach, referrals, screenings, and outcomes;
- Assists with program evaluation for continuous improvement;
- Develops and distributes outreach materials to promote early developmental screening and services to agencies and medical providers;
- Coordinates community outreach activities, trainings and events;
- Assists in supporting integration between Help Me Grow services and existing public health systems;
- Responsible for training Help Me Grow staff;
- Collaborates with National and NYS Help Me Grow programs to ensure sustainability.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:** Thorough knowledge of developmental screening tools; thorough knowledge of community resources and referral processes; good knowledge of child development, family engagement strategies, and community based services; ability to establish and maintain working relationships with families and community organizations; ability to communicate both orally and in writing; ability to supervise others; ability to analyze and draw conclusions from data; ability to work with others; tact, courtesy, resourcefulness, reliability and good judgement; physical condition sufficient to perform the essential functions of the position.

### **MINIMUM QUALIFICATIONS:**

**Either –**

**(A)** Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Health, Social Work, Education or a related field;

**OR (B)** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Health, Social Work, Education or a related field and two (2) years experience working with children and/or families in a community setting.