



Position: Care Coordinator

Classification: Contracted Position

Qualifications:

Bachelor's Degree in a health or social services field and at least two years of experience in a related field is required. Position operates on an annual contract basis. Must have own LLC or ability to obtain upon hire. Bilingual in English and Spanish or Creole preferred, but not required.

Job Duties:

- Work closely with prenatal and postpartum women, as well as infants, to provide education and support, as well as connect them to local resources.
- Maintain full-time caseload for both prenatal and infant clients, with no caseload cap.
- Use sales strategies to engage with and encourage clients to participate in program for several months.
- Attend educational workshops for contracted Healthy Start providers, consumers of maternal and child health services and members of the community at large on a regular basis.
- Participate in Statewide Conference Calls throughout year.
- Participate in community/state/national meetings and conferences as needed.
- Perform other related duties to accomplish the mission of Healthy Start as required.

Knowledge, Skills, Abilities:

- Knowledge of local, state and national health and human service resources
- Skilled in delivering services to at-risk populations
- Compassionate and resourceful
- Willingness to work flexible hours
- Ability to work independently on multiple tasks
- Excellent oral and written communication skills
- Proficiency in computer programs including Microsoft Office
- Ability to learn program-specific online database software
- Professional appearance and demeanor
- Requires willingness to meet with clients at their home or location of their choosing
- Requires reliable transportation, valid driver's license, good driving record and automobile insurance



- Requires use of own cell phone
- Requires travel within the local community on a regular basis
- Must have own reliable vehicle, insurance and valid driver license necessary to provide home visiting services
- Ability to adapt as needed

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HUMANRESOURCES@HSMANATEE.COM**