



Help Me Grow Program Lead

At WithinReach, you will enjoy a positive, flexible, family-friendly work environment, outstanding benefits, a strong culture of inclusion, potential for growth and the opportunity to bring health and hope to thousands of families each day. WithinReach is a leading resource for family health in Washington State – working hard to ensure that all families in our state have access to needed health programs and information. With highly talented and dedicated staff, WithinReach is an innovative not-for-profit organization that strives for excellence in all it does.

Position Summary:

The Help Me Grow Program Lead serves as the lead staff for the Help Me Grow program operations. The Help Me Grow Program offers families throughout Washington the opportunity to learn more about their child's growth and development through online and print developmental screening, and connections to local parent support resources.

Education and Experience Required:

- Bachelor's Degree in special education, early childhood development, or related health or human services field, plus one year experience working with children and families; **OR** Associates Degree in early child development, or related health or human services field, plus three years experience working with children and families.
- Experience in positions involving special needs or very young children.
- Knowledge of typical and atypical child development and special needs conditions.
- Bilingual, English/Spanish highly desirable.
- Ability to use computer to complete job functions.
- Ability to work effectively with people of diverse backgrounds.
- Well developed communications skills, both written and verbal.
- Ability to work independently.

Specific Responsibilities:

- Develop in-depth knowledge of the early intervention and learning programs and systems within Washington State including eligibility, referral/application processes, and related support services;
- Coordinates the ASQ (Ages and Stages Questionnaires) activities, including scoring of paper screens, follow-up conversations with families, data entry, screen reminder system management, and reporting.
- Refers to appropriate services through the Birth to Three System, Head Start/Early Head Start, and Children and Youth with Special Health Care Needs Program.
- Assess caller/client situation and enters accurate data on all calls into the Profinder data system.
- Provides system navigation for families, researches most appropriate resources, provides

education and information on development, behavior management and services, and provides advocacy and follow-up as needed.

- Assists in identifying gaps and barriers to services, and system issue trends families experience in utilizing services.
- Coordinates compiling and disseminating information packets to families.
- Assists with program outreach activities.
- Works with technology vendor and Web Technology Program Manager to ensure online ASQ services work effectively.
- Attends staff meetings, conferences, and workshops regularly to upgrade professional skills and understand systems and current best practices for working with children and families.
- Works effectively as a team member and provides assistance to other staff members as needed.
- Works closely with WithinReach call center staff and other community providers to ensure a smooth referral process for families.
- Performs other duties as needed.

Skills Needed:

- Excellent communication skills, bilingual language skills preferred.
- Strong interpersonal skills and demonstrated ability to work and communicate effectively with people of diverse cultural, ethnic and socioeconomic groups.
- Compassionate personality with the ability to interview individuals to obtain information, assess client needs and provide appropriate information and referrals.
- Team-building and effective communication skills are essential.
- Good time management and organizational skills, with ability to work with limited supervision.
- Ability to use computer programs to accomplish tasks, manage outreach schedule, and input and analyze client data proficiently.

This position requires access to a car and a valid driver's license and will require daytime travel throughout Washington State.

Salary & Benefits: 32-40 hours per week at \$19.00 - \$22.50 per hour, DOE. Excellent benefits include fully paid medical coverage, vision and dental for employees and generous coverage for spouses, partners and dependents. Paid time off and employer matched retirement plan.

Job Location: 155 NE 100th St, Suite 500, Seattle 98125

Send Résumés to: Elsa Ferguson, Outreach Assistant, ElsaF@withinreachwa.org

Closing Date: May 11, 2012

WithinReach is an equal opportunity employer working toward a culturally diverse work place. Applicants representing the diversity of our communities, including men and people of color encouraged to apply.

