



Position Title: Child Development Community Liaison
Prop 10 ADHDL Program

Position Number: 20078354103

Department: Prop 10 ADHDL Program

Job Summary: Reporting to the Help Me Grow Manager, connects families and children to developmental services by supporting Care Coordinators, conducting outreach on resources, leading Connection Cafes and building positive relationships with community providers.

Require Population Served tab: No

SPECIFICATIONS

Description

Minimum Required

Preferred / Desired

Experience

3 years experience working within community groups, public, private and/or governmental agencies in human services, education or child development field.

3 + years experience working in a variety of community programs, public or private. Experience working in Orange County California

Education

Bachelors degree in education, psychology, social work, nursing, child development, public health or related field.

Masters Degree in related field.

Training

Special Skills

Knowledge of systems & programs that deal with children and families facing developmental, behavioral and learning problems. Knowledge of basic principals of child development. Ability to apply theoretical knowledge to participate in the development of programs and services that supports children and families. Ability to work under general guidelines with own initiative. Possess strong analytical skills to identify gaps & barriers. Excellent communication and interpersonal skills to work with diverse groups of physicians, faculty, community members. Skill in organizing formal and informal networking opportunities. Effective writing and communication skills.

Bilingual English and Spanish

Licensure

Drivers License - Class C

Reporting Relationships

Does this position formally supervise employees?

No

*If set to YES, then this position has the authority (delegated) to hire, terminate, discipline, promote or effectively recommend such to manager.***Job Requirements**

No Job Requirements Selected

WORK ENVIRONMENT

Functional Demands	Light
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Label	Short Description	Full Description
Sedentary	Very light energy level	Lift 10 lbs. box overhead. Lift and carry 15 lbs. Push/pull 20 lbs. cart.
Light	Moderate energy level	Lift and carry 25-35 lbs. Push/pull 50-100 lbs. (ie. empty bed, stretcher)
Medium	High energy level	Lift and carry 40-50 lbs. Push/pull +/- 150-200 lbs. (Patients on bed, stretcher) Lateral transfer 150-200 lbs. (ie. Patient)
Heavy	Very high energy level	Lift over 50 lbs. Carry 80 lbs. a distance of 30 feet. Push/pull > 200 lbs. (ie. Patients on bed, stretcher) Lateral transfer or max assist sit to stand transfer.
Other

Activity Level Throughout Workday

Physical Activity Requirements	Occasional (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)	Not Applicable
Sitting		X		
Standing		X		
Walking		X		
Climbing (e.g., stairs or ladders)	X			
Lifting - Floor to waist level	25 lbs.	0 lbs.	0 lbs.	
Lifting - Waist level and above	25 lbs.	0 lbs.	0 lbs.	
Carry objects		X		
Push/Pull	X			
Twisting	X			
Bending	X			
Reaching forward	X			
Reaching overhead	X			
Squat/kneel/crawl	X			
Wrist position deviation				X
Pinching/fine motor activities		X		
Keyboard use/repetitive motion		X		
Taste or Smell				X
Talk or Hear			X	

Sensory Requirements

	Accurate 20/40	Very Accurate 20/20	Not Applicable	
Near Vision	X			
Far Vision	X			
	Yes	No	Not Applicable	
Color Discrimination	X			
	Minimal	Moderate	Accurate	Not Applicable
Depth Perception		X		
Hearing			X	

Environment Requirements

Occupational Exposure Risk Potential**Reasonably
Anticipated****Not Anticipated**

Bloodborne Pathogens		X
Chemical		X
Airborne Communicable Disease		X
Extreme Temperatures		X
Radiation		X
Uneven Surfaces or Elevations		X
Extreme Noise Levels		X
Dust/Particulate Matter		X
Other (List)		X
Usual workday hours	8	

ESSENTIAL FUNCTIONS

Total Weight 60%

Essential Functions		Weight
1.	Has primary responsibility for conducting community outreach by interfacing with agency/program contacts to learn about the services they provide and to inform them of the services provided by Help Me Grow.	10.0%

Performance Expectations	
1.1	Contacts agencies providing developmental and behavioral services in Orange County, identifies appropriate contacts and coordinates meeting time and place.
1.2	Gathers specific information about the services provided by each agency and all the associated programs related to developmental and behavioral services and shares that information with the HMG team
1.3	Presents to agencies/organizations and their staff in small and large group settings.
1.4	Submits accurate monthly report by fifth day of the month for all outreach activities as outlined in monthly report spreadsheet

Essential Functions		Weight
2.	Acts as expert resource to all HMG Care Coordinators including but not limited to those located at 2-1-1 Orange County and Early Head Start to ensure families and children are connected to services.	5.0%

Performance Expectations	
2.1	Interfaces with Care Coordinators to review caller needs, support resource identification and referral process during case conference and on a daily basis as needed.
2.2	Works collaboratively with Care Coordinators to provide support in finding resources for callers with complex needs or language barriers. May need to communicate directly with callers that require extended resources and will be case carriers for these families for STAR entries of referrals, follow-up and work completed.
2.3	Trains new staff on community resources and the HMG processes as appropriate for new hires' role.

Essential Functions		Weight
3.	Engages in the multi-level task of updating the resource inventory by connecting with agency/program contacts, learning about services, gathering updated information, completing paperwork and conveying findings to be entered in resource inventory.	10.0%

Performance Expectations	
3.1	Identifies agencies and services within assigned region and works with 2-1-1 resource department to determine if HMG is responsible for add/update. Keeps master HMG spreadsheet updated with the resources in assigned region.
3.2	Gathers new/updated resource information and completes appropriate paperwork within 2 week of receiving information. Completed agencies/programs are added to spreadsheet exchanged weekly with 2-1-1.
3.3	Reviews returned 2-1-1 resource spreadsheet for comments and needed edits. Makes necessary changes within 5 days of receiving returned spreadsheet.

Essential Functions		Weight
4.	Conducts at least two networking events, Connection Cafes, within assigned region.	10.0%

Performance Expectations	
4.1	Works with peers (CDCLs) to ensure events are spread evenly in the calendar (not closer than 4 weeks) and in a variety of locations within each region.
4.2	Coordinates all activities related to event including but not limited to location, announcements/invitations, speaker, packet, food order/pick-up, agenda, networking activity, etc. ,

Essential Functions		Weight
5.	Participates in community events that target families with young children and professionals serving young children.	5.0%

Performance Expectations	
5.1	Participates in weekend/day health and resource fairs targeted at families with young children. Can include staffing a resource table at other agency events such as FRCs, Screening Days, etc.
5.2	Participates in weekend/day events such as conferences, workshops, etc., to provide information to professionals regarding HMG services.

Essential Functions		Weight
6.	Conducts listserve for assigned region using Constant Contact application.	5.0%

Performance Expectations	
6.1	Corresponds with programs/agencies within assigned region to gather announcement information for weekly listserve. Includes their information in weekly listserve following the HMG guidelines.
6.2	Sends at least one aggregate listserve announcement per week following the calendar for "day to send" as agreed upon by HMG team.

Essential Functions		Weight
7.	Builds the relationships within assigned region by participating in coalitions, task forces, committees, and networking events, etc.	5.0%

Performance Expectations	
7.1	During meetings will represent HMG and share information about services provided including call center and website access points, developmental screening trainings and other HMG activities.
7.2	Networks before, during and after meetings to build relationships, learn about other programs/services and find opportunities to connect with colleagues providing developmental and behavioral services.

Essential Functions		Weight
8.	Completes three goals for the performance period. Goals/objectives may be team or individually based as agreed upon with supervisor.	10.0%

Performance Expectations	
8.1	Objectives/Goals completed on time.

CORE VALUES

Total Weight 40%

Essential Functions		Weight
1.	CHOC Values - What We Value and Reward	16.0%

Performance Expectations	
1.1	Excellence - Sets and achieves the highest standards

1.2	Innovation - Advances care through new ideas and technology
1.3	Service - Understands and exceeds customer expectations
1.4	Collaboration - Works together to achieve our Mission
1.5	Compassion - Cares with sensitivity and respect

Essential Functions		Weight
2.	Safety Compliance	8.0%

Performance Expectations	
2.1	Completes the Annual Update Safety Learning Module (AUSLM) on time. <i>(RATING GUIDELINE: 1 = did not complete prior to expiration date; 5 = completed prior to expiration date).</i>
2.2	Material Safety Data Sheets (MSDS) reviewed annually and demonstrates proficiency for assigned area(s). <i>(RATING GUIDELINE: 1 = did not review and show proficiency; 5 = reviewed and shows proficiency).</i>
2.3	Annual TB screening completed before due date. <i>(RATING GUIDELINE: 1 = did not complete prior to expiration date; 5 = completed prior to expiration date).</i>
2.4	Annual flu participation completed - Associate submitted either a consent or declination for the flu vaccine prior to the end of the designated flu season. <i>(RATING GUIDELINE: 1 = did not complete; 5 = completed)</i>
2.5	Required license and/or certifications renewed and documented prior to expiration date. License - must be able to primary source verify prior to expiration date; Certifications - copies of renewed certifications provided to supervisor prior to expiration date. <i>(RATING GUIDELINE: 1 = did not complete prior to expiration date; 5 = completed prior to expiration date; N/A if not applicable).</i>
2.6	All Positions - Accountable for continually implementing and demonstrating patient safety in all assigned duties. Demonstrates active participation in processes that support the National Patient Safety Goals. Accountable within scope of practice to assure that the safe delivery of healthcare services is maintained on an ongoing basis.
2.7	Clinical Positions Only (all others "N/A") - Provides care to patients in a manner that promotes patient safety and compliance to all safety related policies/procedures. Continually strives to demonstrate the safe delivery of healthcare services.

Essential Functions		Weight
3.	iCare Principles - Please determine baseline score for CHOC's new standards of behavior.	16.0%

Performance Expectations	
3.1	<p>Communication and Information Sharing</p> <ul style="list-style-type: none"> * Smile, make eye contact, greet others, provide my name and role when interacting with others * Communicate with sincerity, honesty and respect for culture diversity * Actively listen with respect and compassion, without interrupting * Encourage feedback and questions * Partner with families in order to understand and meet their unique needs * Collaborate to achieve optimal outcomes
3.2	<p>Accountability</p> <ul style="list-style-type: none"> * Commit to delivering excellent service every day * Remember the importance of the "first impression" * Adhere to departmental and CHOC policies * Conserve CHOC resources and supplies by using them wisely and in the best interest of CHOC * Take responsibility for my actions, welcome views of others, and maintain objectivity * Take pride in my environment by maintaining safe and clean surroundings * Maintain professional boundaries with patients, families, colleagues and vendors
3.3	<p>Respect</p> <ul style="list-style-type: none"> * Speak to patients and others in ways that are clear and non-judgemental * Show concern, interest and follow-through with commitments * Do not engage in negative behaviors such as second-guessing, undermining, infighting, arrogance, gossiping and back-stabbing * Ask patients and those I serve how I can best support them and never assume I know what is best * Speak in a positive manner about our Associates, medical staff and organization * Respect privacy and confidentiality at all times

3.4	<p>Excellence</p> <ul style="list-style-type: none">* Take ownership to continuously improve processes within my role, department and throughout CHOC* Strive to improve myself and the outcome of my work* Seek opportunities for improvement, understand what's expected of me, and apply best practices* Embrace change and offer suggestions for resolutions to challenges* Take action if I see an unsafe act or condition that impacts quality of care or the safety of others* Recognize others for outstanding performance
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