



Job Description Help Me Grow Program Director

Employee Name:		Effective Date:	May 1, 2020
Division:	Child & Family Services	Program:	Help Me Grow
Position Code:		FLSA Status (exempt/non-exempt):	Exempt
Position Type:		Shift:	M-F 8-5, Flexible
Position Title:	Help Me Grow Program Director	Location:	3840 Hulen
Functional Title:	HMG Program Director		

1) Job Purpose

This position is responsible for the executive leadership and oversight of the Help Me Grow North Texas system and the positioning of a replication site for the state of Texas. This position is working with the state Help Me Grow (**HMG**) HUB toward a more comprehensive and coordinated early childhood system in the state of Texas. As the Help Me Grow Regional/State Director, this position is responsible for the organization of meetings, aligning state efforts across various organizations, helping to build cross-systems partnerships, serving as a spokesperson and advocate for the initiative, oversight for implementing the various HMG programs, and providing assistance wherever necessary to aid the effort. The Director will work with national and state entities to help inform the state's unique efforts to:

- Advance policies and programs focused on increasing the availability of high-quality programs and services for children and families in the state of Texas
- Meet with early childhood leaders, state policymakers and practitioners to create, implement, and sustain an ambitious statewide Help Me Grow system
- Form a state advisory board
- Build the Help Me Grow system that will include the 4 required core components:
 1. Centralized Access Point
 2. Child Health Provider Outreach
 3. Community & Family Outreach
 4. Data Collection & Analysis

Duties performed by this position will be executed in a manner that will accomplish the mission and principles of Help Me Grow Texas through demonstration of a regional Help Me Grow implementation site.

This position requires use of the employee's education, training, and expertise to make decisions.

II) Essential Functions

- A) Serves as a resource for local community liaisons and managers, along with the HMG Regional/State Coordinator, to help them with some of the following:
- 1) Develops and maintains relationships with community resources and services that provide support to the children of Texas
 - 2) Recruits community partners for inclusion in the Centralized Navigation System
 - 3) Helps establish local coalitions
 - 4) Identifies resources and identifies gaps to communicate to community coalitions and committees so that future resources can be developed
 - 5) Attends events and networking opportunities to develop and maintains a Help Me Grow presence in the State that will enhance public awareness, increase referrals, promote the benefits of Help Me Grow, and expand service opportunities
 - 6) Works with the co-chairs and staff on agenda items and committee membership
 - 7) Develops new and supports existing Help Me Grow inter-agency and intra-agency partnerships
- B) Oversee administrative communications and support for Help Me Grow North Texas with community partners.
- 1) Establishes and co-leads regional sub-committees representing each of the core components of HMG
 - 2) Aligns work of the Early Childhood Wellness Council with existing community coalitions and in direct connection with the Early Learning Alliance
 - 3) Guides the work of subcommittees utilizing the Help Me Grow National readiness assessment
 - 4) Participates in each core component subcommittee to enhance communication and appropriate cross over of committee work
 - 5) Processes contracts and memorandum of understanding with local, state, and national partners
- C) Serve as primary contact with national and state partners as well as funding entities to assure fidelity to practice and sustainability of program.
- 1) Oversees assessment, strategic planning, implementation, and reporting to state and national partners
 - 2) Participates in fiscal mapping and collaborative grant writing

- 3) Works with Managed Care Organizations (MCOs) and insurance providers as well as local philanthropic providers on a blended financial sustainability plan
- D) Provide supervision and oversight for HMG outreach/marketing and provider outreach and training.
- 1) Works together to clearly define marketing strategy and coordinate among internal, external, and contract providers.
 - 2) Develops technical assistance and training plans with state and local partners and coordinate with designated trainers and consultants.
- E) Performs tasks necessary to support the goals and objectives of Help Me Grow.
- 1) Manages daily tasks and long-term goals so that Help Me Grow aligns with the national HMG
 - 2) Ensures work performed benefits the best interest of the Help Me Grow system and the children and families it serves
 - 3) Meets standards and requirements of tasks, as assigned
 - 4) Completes assignments in a professional and timely manner
 - 5) Participates in meetings and committees, as requested
 - 6) Provides resources and support, when needed
 - 7) Ensures assignments and reports are accurate and deadlines are met
 - 8) Uses personal judgment for appropriate verbal and physical interactions with community relationships, staff, children and families
 - 9) Maintains discretion and confidentiality at all times
 - 10) Meets performance measures/expectations as determined and outlined by supervisor
- F) Serve as the community's "Pritzker Fellow" by participating in the Fellowship Program and being the NCIT Community Point of Contact
- 1) Understands the National Collaborative for Infants and Toddlers (**NCIT**) "Prenatal to 3 (PN-3) Outcomes Framework" and provides clarity for the community on the NCIT efforts and resources
 - 2) Participates in Fellows' problem-solving calls and webinars for leadership development, peer learning, and resources
 - 3) Completes any tasks specifically related to the Fellowship, including but not limited to Quarterly Fellow Reflections and the Fellows' Capstone Project

- 4) Participates in leadership coaching calls and leadership learning sessions, completing any tasks requested by the leadership technical assistant
- 5) Keeps in contact with other Pritzker Fellows whenever necessary
- 6) Participates in technical assistance calls with national partners
- 7) Ensures that county commissioners, city council, and state partners are informed of the initiative's successes and opportunities
- 8) Completes necessary tasks related to the grant, including but not limited to action planning, reporting reach data, community profiles, and others assigned by technical assistants

G) Initiates professional growth and development and maintains competency through continuing education.

H) Promotes Help Me Grow within the state of Texas

I) Provides presentations on Help Me Grow to providers within the state of Texas

J) Prepares any required reports within designated timeframes

K) Successfully completes agency orientation within required timelines.

- 1) Successfully completes all required training, including annual refresher courses, within specified timeframes
- 2) Maintains current knowledge of changes or trends in the child field by reading relevant material and attending training focusing on evidenced-based research practices
- 3) Attends professional meetings, webinars, or seminars, when requested or as approved
- 4) Participates on agency, or community committees, as agreed upon by supervisor

L) Performance standards are performed as applicable with MHMR's **We CARE** values "We **C**onnect People in Our Community. We Provide **A**ccess to Services. We Link People to **R**esources. We **E**mpower People."

M) Perform other job duties or responsibilities as requested or assigned.

III) Knowledge of Laws, Regulations, Policies/Procedures, Skills, and Abilities

- A) General knowledge of typical development disordered and atypical development, and medical diagnoses and conditions impacting children

- B) Knowledge of grants and funding sources
- C) Knowledge of agency policies and procedures
- D) Knowledge of the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) compliance
- E) Possess good presentation skills
- F) Ability to communicate effectively in both written and verbal formats
- G) Knowledge of agency business operations
- H) Ability to demonstrate integrity
- I) Possess basic analytical skills
- J) Possess strong time-management skills
- K) Ability to multitask and maintain focus
- L) Ability to complete assigned tasks within defined timelines
- M) Ability to dress neatly and appropriately
- N) Ability to work a flexible schedule
- O) Ability to work independently, with no immediate supervision
- P) General knowledge of healthcare billing practices and effective public relations/child find practices

IV) Internal & External Customer Service

- A) Knowledge, skills and ability to work effectively with families /adults from various cultural, linguistic, socio-economic, cognitive, social-emotional and educational statuses
- B) Ability and skills to communicate both orally and in writing
- C) Ability to strive to make effective working relationships with internal and external customers that are characterized by mutual support, open communication, trust and respect
- D) Ability to problem solve with infrequent assistance from supervisor. Identify and use a rational approach for the situation. Communicate problems and decisions to supervisor
- E) Ability to discuss uncomfortable and potentially conflict-producing, stressful topics in a professional and effective manner with internal and external customers and maintain courteous interaction

V) Travel

This position requires frequent travel in personal vehicle within the state of Texas, as well as national travel related to Help Me Grow and the Pritzker fellowship activities.

VI) Equipment Used

- Personal Computer
- Fax Machine
- Calculator
- Compact Disc / CD Burner
- Printer
- Projector
- Paper Shredder
- Conference Calling Equipment
- Agency Telephone
- Copy Machine
- Scanner
- Video Conferencing

VII) Minimum Qualifications

- A) **Minimum Education:** Master's Degree
- B) **Defined Education:**
- C) **Preferences:**
- D) **Substitutions:**
- E) **Years' Experience:** 3 years in related field
- F) **Defined Experience:** Leadership experience
- G) **License/Certifications:**
- H) **Special Courses:**
- I) **Supervisory Experience:** 2 years

VIII) Agency Requirements

- A) All staff are required to participate in agency Emergency Preparedness and Environmental Safety programs and may be assigned by their department as a key/essential staff level function during critical events or for the purpose of sustaining business continuity.
- B) This position may require temporary or permanent re-assignment to any MHMR Tarrant facility as determined by program needs and/or the Chief of Early Childhood Services.
- C) Assigned work hours may change as the needs of the agency change.
- D) The functional title of this position may change as the needs of the agency change.
- E) All work will be completed within the scheduled work hours. All non-exempt (hourly) employees are expected to clock in and clock out for each work shift, no work should be done off the clock.
- F) Prior approval from supervisor is required for all Paid Time Off (PTO) and overtime.
- G) MHMR reserves the right to change, add to or eliminate positions as it deems appropriate.
- H) Employment is at-will, as well as agency needs may change.
- I) Agency dress code is to be followed at all times.
- J) Physical on-site presence, including regular attendance and punctuality, is an essential function of this position. Any changes or adjustments to your assigned work schedule or shift hours must be approved by your supervisor in advance.

IX) Occupational Demand Requirements

Note: Check the physical demands, mental requirements, and working conditions of the essential functions of the job. All jobs with the same job title must have the same requirements regardless if that requirement is not currently used by each employee in that position.

Physical Requirements

- Bending (neck)
- Bending (waist)
- Climbing (stairs)
- Climbing (ladders)
- Crawling
- Dual, simultaneous, and simple grasping
- Handling objects
- Kneeling
- Operating mechanical equipment
- Operating motor equipment
- Operating office equipment
- Pushing
- Pulling straight and hand-over-hand
- Reaching (above/below shoulders)
- Sitting
- Squatting
- Standing
- Stooping
- Twisting (neck)
- Twisting (waist)
- Using fine finger movement (manual dexterity)
- Walking

Must be able to carry/lift loads of:

- | | | |
|---|---|--|
| <input type="checkbox"/> Up to 15 lbs. | <input type="checkbox"/> Carry | <input type="checkbox"/> Lift |
| <input checked="" type="checkbox"/> 15 to 44 lbs. | <input checked="" type="checkbox"/> Carry | <input checked="" type="checkbox"/> Lift |
| <input type="checkbox"/> 45 to 75 lbs. | <input type="checkbox"/> Carry | <input type="checkbox"/> Lift |
-
- Ability to see (with visual aid)
 - Ability to see (without visual aid)
 - Ability to perceive depth
 - Ability to hear (with hearing aid)
 - Ability to hear (without hearing aid)
 - Ability to identify colors

Other Requirements

- Speaking/understanding English
- Counting
- Writing
- Communicating orally
- Communicating electronically
- Performing calculations
- Reasoning and analyzing
- Reading and comprehending
- Accepting constructive criticism
- Maintaining regular onsite attendance

Work Site & Environmental Conditions

Note: This job may have potential occupational exposure to blood or other potentially infectious materials.

- Contact with water/liquids
- Exposure to dust, fumes, gases, or chemicals
- Exposure to excessive noises
- Exposure to variations in temperature that may not be independently controlled. (dampness, humidity, cold, heat, etc.)
- Exposure to unsanitary environments
- Exposure to high-crime environments
- Exposure to potentially hostile environments
- Exposure to radiant/electrical energy
- Exposure to silica, asbestos
- Indoor environments
- Outdoor environments
- Slippery/uneven walking surfaces
- Travel by motor vehicle
- Travel by plane
- Working alone

Requirements listed are minimal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

X) Supervisory Relations & Responsibilities

A) Supervisor: Senior Director of Early Childhood Connections

B) Supervises (*positions and how many*):

- 1) Development, Outcomes and Evaluation
- 2) Community Alignment, Outreach and Training
- 3) National and State Partnership
- 4) Coalition and Subcommittee

C) Management Responsibilities: Extensive responsibilities at local, state, and national levels

XI) Specialized Program Expectations

A) Addendum required for Specialized Expectation

YES NO

B) Addendum attached

YES NO

C) Notes/Other:

XII) Signatures

I have reviewed this job description, it has been discussed with me, and I understand the performance expected of me. The above job description is intended to describe the general nature and level of work being performed by an employee assigned this job. This information is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Name: _____ Staff ID: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____ Staff ID: _____

Supervisor Signature: _____ Date: _____

MHMR is an Equal Opportunity Employer and participates in E-Verify. MHMR does not discriminate in recruitment, hiring, and other employment practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status, disability, or any other legally protected status. MHMR is also committed to working with and providing reasonable accommodation to individuals with disabilities.