**Mid-Iowa Community Action, Inc. Job Description**

**TITLE: 1st Five Developmental Support Specialist**

**Reports to: Health Services Coordinator**

**Job Summary**

Contributes to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. Provide developmental support for the 1st Five Healthy Mental Development Initiative (1st Five) in assigned county service area; promotes primary care provider use of validated screening tools to assess children’s social/emotional development; links children and families to community resources; builds partnerships with community stakeholders. Services include establishing medical and dental homes, assisting with Medicaid and ***hawk-i*** applications, and other assistance applications as needed (food stamps, food pantries, FIP, etc.). Must know HIPAA regulations and follow all HIPAA procedures. This position may perform regular duties at alternative sites with permission of the program director.

**Essential Job Functions**

Builds and maintains positive relationships with team members, agency and community partners and volunteers to achieve results.

Completes 1st Five services in assigned counties

* Works to increase participation rates at clinics.
* Assists with grant applications and compliance reporting activities.
* Completes coordination activities for referrals received from medical clinics and partnering physicians.
* Enters pertinent child health information into required data systems.
* Develops relationships with local service providers needed to ensure access to services for children.
  + Assists with community coalition meetings focusing on children’s mental health and development.
  + Promotes community awareness of Child Health issues and promotes MICA’s health programs including 1st Five.
* Must maintain *strict* confidentiality at all times.
* Must know HIPAA regulations and follow all HIPAA procedures.
* Identifies children eligible for Early Access Services; provides care coordination and makes necessary referrals.
* Counsels parents regarding health promotion and recommended follow-up care, as well as available community resources.
* Identify mental health and substance abuse problems and locating treatment programs
* Assist with other basic needs such as housing, food, clothing, and utility resources.
* Complete and submit all required documentation in a timely manner.
* Keep the program up to date and implement program changes.

Develop skills and knowledge related to the position

* Learns and understands basic eligibility requirements and screening procedures of assigned program(s).
* Stays current on children’s healthy mental development.
* Assumes responsibility for maintaining Public Health knowledge, skills, and professional development.
* Successfully completes all trainings as needed or required.
* Attends program or agency meetings as necessary.
* Ability to acquire knowledge of specialized procedures and subject matter encountered in specific assignments.

**Knowledge, Skills and Attitudes:**

* Able to read, write and speak the English language.
* Committed to the concept of diversity and the inherent worth of every individual.
  + Knowledge of the dynamics and issues associated with poverty.
  + Ability to represent and advocate for the persons served by MICA.
* Knowledge of the theories, principles, practices and procedures of public health.
* Knowledge of child development principles for ages birth to five.
* Some experience or understanding of the culture of a medical practice.
* Knowledge of HIPAA regulations and practices.
* Knowledge of Medicaid rules.
* High level of initiative, effort and commitment.
* Strong attention to detail.
* Strong commitment to achieving results.
* Strong communication skills, including listening skills.
* Skilled in public speaking and group facilitation.
* Strong ability to think and reason independently, and to make critical judgments within agency and program guidelines.
  + Utilizes problem solving skills in all situations, identifying a range of reasonable options and alternatives.
  + Knows how to use data to inform decisions to create best practice.
* Dedicated to continuous learning.
* Must be able to maintain *strict* confidentiality.
* Intermediate computer skills. Must be able to learn and effectively use a variety of computing software, electronic devices and databases.

**Working Conditions (Essential physical, mental and emotional demands)**

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* Fulltime position. Occasional overtime.
* This position requires constant mental and emotional work. Strong ability to think and reason independently, maintain objectivity and to exercise sound judgment.
* The physical environment requires the employee to work indoors, in an office space that may or may not be shared. Must be able to function well in a variety of physical environments as this position facilitates meetings at a variety of community locations.
* The person in this position frequently communicates with community members and colleagues, both one-on-one and in larger groups, regarding agency programs. Must be able to exchange accurate information in these situations.
* Must be able to observe and recognize staff and participants to ensure appropriate monitoring and service provision.
* Frequently operates a computer and other office productivity machinery and devices, such as a copy machine, a computer printer, and an IPad or tablet.
* This position may require driving about the MICA service area.
* Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance

**Education & Experience**

**Required:** Bachelor’s Degree in Health Education, Health or Human Development, Sociology, Psychology, Family and Community Service, Individual and Family Studies, Human Services~~,~~ or Nursing.

**Other:**

**Candidates offered the position must meet the following criteria:**

* Successful completion of all background checks at hire and thereafter according to agency and program standards.
* Staff who do home visits or work in centers that serve infants will be required to have a Tdap immunization per Centers for Disease Control and Prevention (CDC) recommendations.
* Provide the agency with a TB assessment at time of hire and every year thereafter.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| Program | Health | Management? (Yes/No) | No |
| Generic title | 1st Five Development Support Specialist | FLSA status | Non-exempt |
| Pay grade | BAND 3A | Revised | October 2020 |
| EEO 1 Category 3 | Professional |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date