

Local Leadership Group/ Care Coordinator Job Description

Job Title: Local Leadership Group/ Care Coordinator –

Position Details:

- **PROJECT:** Maternal Infant Early Childhood Home Visitation Program
- **HOURS:** Up to 28 hours per week @ \$28.50 per hour

Preferred Qualifications:

- Bachelors in education, early childhood, or social work
- Ability to work with a diverse team of professionals
- Experience working with parents and providers
- Knowledge of Home Visitation, especially in Oakland County
- Knowledge of child development and family support
- Knowledge of ASQ developmental screening tool
- Experience with data systems
- Computer skills including but not limited to Google Docs, Google Sheets and PowerPoint
- Be self-motivated and self-directed while working as part of a team
- Be a good listener
- Be an effective communicator in both verbal and written formats

Responsibilities: The following responsibilities are typical for this position. Other duties may be required and assigned.

- Coordinate Local Leadership Group (LLG) including professional development workshops and meetings
- Coordinate and complete Continuous Quality Improvement Cycles as directed by Michigan Department of Health and Human Services (MDHHS)
- Provide training and technical assistance to ASQ partner sites; on and off site locations within Oakland County
- Monitor ASQ sites daily, interpret developmental screening results, and respond to completed ASQs according to our ASQ protocol
- Follow state reporting and grant guidelines.
- Attend and participate in meetings including internal, care coordination, regional and partner meetings
- Attend outreach screening events in the community
- Ability to work positively with parents and fellow Great Start Collaborative (GSC) team members
- Partner with community networks to present on Care Coordination services
- Minimal travel; reliable transportation required
- Maintain database systems

**This is a grant funded position through MDHHS; employed by EduStaff
(Contracted through Oakland Schools).**

**If interested please send resume and letter of interest to:
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