



**Home Visiting Program Coordinator
JOB DESCRIPTION**

Title: Home Visiting Program Coordinator	Reports to: Home Visiting Program Director
FLSA Status: Full-time (Non-Exempt)	Work Schedule: Mon.- Fri. 8:00 am – 5:00 pm (occasional evenings and weekends)
Pay Range: \$23.00-\$26.00/hour	Department: Program

POSITION SUMMARY

The Home Visiting Program Coordinator will work closely with the Home Visiting Program Manager, Home Visiting Program Director, Director of Programs, Collaborative and local partners, to ensure a high quality home visiting experience for Orange County families provided by braided funding sources.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Program Support

- Assist Program Director/Program Manager with a wide range of administrative and clerical duties/details of daily operations. This includes providing ongoing technical assistance to subcontracted agencies and their staff.
- Assist in the development and preparation of program reports, correspondence, flyers, forms, etc. as required
- Supports with the development of a standard operating procedure for requesting and fulfilling orders of material goods
- Fulfills all material good orders and provides appropriate tracking and reporting
- Accept program referrals and provide initial contact to all referred families, including families involved in child welfare system, in a pre-determined time frame.
- Enters and track data on a computer system using various software programs, including SSA’s Differential Response Tracking System, Microsoft Word, Excel, Access, and other specialized software.
- Provide follow up and warm handoffs to referred families and those who will be referred to other service partners
- Attend meetings and scribe/retain information as requested by Program Leadership
- Compose internal and external correspondence as directed
- Conduct and maintain inventories for program equipment and supplies
- Assist with coordination and preparation for special events and meetings
- Assist with the ongoing maintenance and audit of client files
- Attend trainings as required by program funding source as well as MECCA trainings
- Perform other duties as assigned

Community Outreach and Education

- Develop flyers, brochures, and maintains program materials

- Promote Home Visitation program services including assisting with all partner agencies with outreach to community families with children 0-5
- Supports collaborative agencies with their community outreach plans and conversion referrals; audits and evaluates all outreach efforts

EDUCATION AND/OR EXPERIENCE REQUIRED

- Associate degree or equivalent with two to four years of administrative experience or high school diploma with two to four years administrative experience.
- Experience working with non-profit organizations, or social services preferred
- Must be proficient in MS Office Suite – Word, Excel, Power Point, Access, Outlook 365
- Experience with office procedures and equipment.
- Ability to work independently, demonstrate flexibility and pay close attention to detail.
- Demonstrated knowledge and sensitivity to cultural issues as they relate to public health
- Working knowledge of research and evaluation methods
- Strong coordination, communication and advocacy skills
- Bilingual/Bicultural in Spanish, Korean, Vietnamese, Chinese, Farsi, Arabic, Khmer or other language(s) preferred
- Valid CA Driver's License and acceptable driving record and valid car insurance
- Must pass criminal background check

SKILLS AND ABILITIES

- Must be organized, very detail-oriented, and able to multi-task and prioritize in fast-paced environment.
- Excellent written and oral communication skills.
- Must be proficient in Microsoft Word, Excel, and PowerPoint.
- Strong organization, problem solving and analytical skills.
- Ability to manage priorities and workflow.
- Ability to work under stress, with interruptions and deadlines.
- Ability to process verbal information and input this information into computer system.

COMPETENCIES

- Perform quality work within deadlines, with or without direct supervision.
- Interact professionally with other employees, participants/community members, and partners.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Prepare and present presentations with appropriate technology and teaching resources
- Must be able to communicate information accurately, clearly and concisely in normal vocal tone
- Must be able to transport laptop, projector, files and/or other materials to and from meetings
- Must be able to drive to and from meetings and do site visits with community agencies
- Must possess manual dexterity sufficient to use hands, arms and shoulders to operate a keyboard, take notes, utilize office equipment, complete and file reports, and file and copy documents
- Must possess vision sufficient to read standard text and drive a vehicle

- Must possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations as required in the accomplishment of job duties

WORKING CONDITIONS

Physical Demands The physical demands described here are representative of those the employee must meet to successfully perform the essential functions of this job:

- While performing the duties of this job, the employee is regularly required to stand; walk; climb stairs; sit; use hands-to-finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- This is a hybrid position with up to half of the week dedicated to being spent in office. This is subject to change considering the needs of the agency and program.
- Employee will spend time engaged in off-site meetings/events to promote and connect services with partners and participants.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

For consideration please submit resume to humanresources@ocmecca.org

***Currently, this employee performs job duties remotely and in person; MECCA retains the sole right to determine an employee's work location, and expects to rescind remote work fully or in part in the near future.*

The above statements describe the general nature and level of the work being performed for this position, and are not an exhaustive list of all duties and responsibilities. Multi-Ethnic Collaborative of Community Agencies' (or MECCA's) management team reserves the right to amend and change responsibilities to meet business and organizational needs.

MECCA is committed to providing equal employment opportunities to all employees and applicants, without regard to sex (including childbirth, breastfeeding, and related medical conditions), pregnancy, gender, gender identity, gender expression, sexual orientation, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, ethnicity, race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), color, caste, citizenship status, uniform service member and veteran status, marital status, age (40 and over), protected medical condition (including cancer and genetic conditions), genetic information, (physical or mental) disability, reproductive health decision-making, medical leave or other types of protected leave (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other protected status in accordance with all applicable local, state, and federal law.