



## Job Description

**Job Title:** Provider Liaison (Central Healthy Start)

**Department:** Healthy Start

**Location:** Citrus, Hernando, Lake and Sumter counties

**Employment Type:** Full-Time

**Salary:** \$38,000 - \$40,000; plus benefits

**Posting Closes:** Open until filled

**Apply:** <https://tinyurl.com/WF1033>

### General Description

This position is responsible for planning and conducting outreach and trainings to prenatal care providers, delivery hospitals, birthing facilities, and pediatricians within the Central Healthy Start Coalition service area (Citrus, Hernando, Lake and Sumter counties) to promote screening and referrals to home visiting programs and educate on the services offered by the home visiting programs.

### Knowledge, Skills and Abilities

- Knowledge of purpose and services of coordinated intake and referral.
- Knowledge of purpose and eligibility criteria for multiple home visiting programs (including Healthy Families, Healthy Start, MIECHV-Parents as Teachers and Nurse-Family Partnership).
- Knowledge of and strong interest in maternal and child health.
- Excellent communication skills, both written and oral.
- Ability to plan, organize and coordinate work activities.
- Ability to use discretion and judgment required to handle sensitive and confidential situations.
- Ability and willingness to travel in the four-county service area and to Gainesville, Florida.
- Occasionally move/carry materials weighing up to 50 pounds.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Educate and provide promotional material on Connect, the Coordinated Intake and Referral system, to the service area's prenatal care providers, delivery hospitals and birthing facilities.
- Educate prenatal care providers, delivery hospitals and birthing facilities on the Healthy Start prenatal and infant risk screen, ensure accurate completion of the screen through technical assistance, and increase screening rates.
- Conduct outreach to pediatricians to provide information on the Healthy Start program and services offered and increase rates of appropriate referrals.
- Ensure that a sufficient supply of Healthy Start screening forms, brochures and educational materials are provided to healthcare providers, delivery hospitals and birthing facilities.
- Implement activities to increase prenatal and infant screening and consent to screen rates.
- Act as the point of contact with Healthy Start providers regarding screening issues and work to resolve issues.

- Assign Healthy Start provider identification numbers to prenatal care providers and birthing facilities in the State of Florida Health Management System; monitor and update as needed.
- Collect prenatal and infant risk screening data and create monthly screening reports.
- Monitor and analyze screening data for trends and issues.
- Present screening reports to the Board of Directors and Home Visiting Advisory Council meetings.
- Educate board members on components of the prenatal and infant risk screens so they can be advocates in the community.
- Research and identify effective marketing and outreach items for healthcare providers.
- Research and identify educational materials for healthcare providers to disseminate to their patients.
- Assist in the development and implementation of the Coalition's Service Delivery Plan and the Coalition's Community Engagement Strategic Plan.
- Identify opportunities for additional funding and in-kind services to promote awareness.
- Participate on the Florida Association of Healthy Start Coalitions (FAHSC) Liaison meetings.
- Assist in the recruitment of members for the Coalition's Board of Directors and general membership.
- Work closely with Coalitions' Outreach Team.
- Attend WellFlorida and Healthy Start staff meetings in Gainesville, FL.

#### **Education and/or Experience**

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.