



## Job Description

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

**Department:** Healthy Start

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

**Employment Type:** Full-Time

**Salary:** \$47,000 - \$50,000; plus benefits

**Posting Closes:** Open until filled

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



### JOB SUMMARY

The Provider Liaison is responsible for planning and conducting outreach, education, training and technical assistance for prenatal care providers, delivery hospitals, birthing facilities, and pediatric providers throughout the Central Healthy Start Coalition service area (Citrus, Hernando, Lake and Sumter counties). This position promotes the importance of prenatal and infant screening and referrals to home visiting programs and educates on the services offered by the home visiting programs.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude the management team from assigning duties not listed herein if such functions are a logical assignment to the position.

- Communicate the purpose and importance of CONNECT, the Coordinated Intake and Referral system, to prenatal care providers, delivery hospitals and birthing facilities in the service area
- Conduct outreach, education, and trainings activities to prenatal care providers and birthing facilities to educate on the home visiting programs and services offered through the CONNECT
- Provide education and technical assistance on the Florida Prenatal and Infant Screening tools, ensuring accurate completion and increasing screening rates through regular visits with prenatal care providers, delivery hospitals and birthing facilities
- Support prenatal care providers in utilizing the electronic Florida Prenatal Screen to connect patients with home visiting services and community resources
- Strengthen health care providers' capacity to identify family needs and facilitate timely referrals to services that promote early developmental health and family well-being
- Monitor, analyze, and report screening and referral data to identify trends and opportunities for improvement
- Conduct outreach to pediatric providers to increase awareness of home visiting program and services offered, and increase rates of appropriate infant/child referrals
- Research, identify and recommend outreach strategies and marketing materials to support provider engagement and program visibility
- Ensure prenatal care providers, delivery hospitals, and birthing facilities have an adequate supply of screening forms, brochures and educational materials
- Prepare and present screening reports to the Board of Directors and Service Provider Council
- Educate Board members and community stakeholders on the purpose and impact of the Florida Prenatal and Infant screening process so they can be advocates in the community

- Participate in the Florida Association of Healthy Start Coalition (FAHSC) Liaison meetings and other statewide or regional meetings as assigned
- Collaborate with the Coalitions' Outreach Team and other internal staff to coordinate outreach activities and strengthen community partnerships
- Recruit members for the Coalition's Board of Directors and general membership
- Attend WellFlorida Council, Healthy Start Coalition, and other required meetings and events in Gainesville, Florida
- Maintain current knowledge of maternal and infant health issues and evidence-based practices
- Participate in required trainings, professional development activities, and staff meetings
- Demonstrate professionalism in appearance, communication, customer service and interactions with clients, providers, community partners, and colleagues
- Comply with all agency policies, program requirements, confidentiality standards, and supervisory guidance
- Perform other duties as assigned that support the goals and objectives of the Coalition and WellFlorida Council

**KEY ATTRIBUTES AND CORE COMPETENCIES (i.e., Knowledge, Skills, and Abilities for an Employee to Be Successful)**

- Knowledge of and interest in maternal and child health
- Strong verbal and written communication skills
- Ability to plan, organize and execute outreach and engagement strategies
- Professional integrity and ethical conduct when managing confidential and sensitive information
- Strong organizational, time-management, and attention-to-detail skills
- High level of professionalism, ethical conduct, self-motivation, and reliability.
- Proficiency with computer systems, including Microsoft Office, internet-based platforms, electronic data systems, and virtual meeting tools
- Ability to work effectively both independently and collaboratively within a team environment
- Ability and willingness to travel in the four-county service area and to Gainesville, Florida

**QUALIFICATIONS**

**Education and Experience**

- Bachelor's degree from an accredited college or university in public health, social services, health education or a related field
- Associate degree with two years of maternal and child health or related experience
- Equivalent combination of education and experience

**Driving Requirements**

- Possess a valid Florida Driver's License (required)
- Must have a reliable vehicle
- Drive throughout assigned service area
- A safe driving record is required (Driver's License background check will be conducted prior to offer of employment and will be conducted annually for organizational insurance purposes)

**Other Requirements**

- An FDLE background check and Level II Background Check will be required and may be conducted annually or as required at such times that they are warranted and/or that external funders require such a check.
- HIPAA and confidentiality training will be conducted upon hiring.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Ability to stand, walk, bend, kneel, stretch, reach, and climb stairs for extended periods
- Ability to remain in a stationary position approximately 25% of the workday
- Ability to work in office, home-based, and virtual environments as required
- Ability to move within office settings to access files, equipment, and supplies
- Ability to consistently operate a computer and standard office equipment
- Ability to observe, assess, and focus on detailed information for extended periods
- Ability to read, interpret, and complete forms and documentation accurately
- Ability to lift and carry up to 50 pounds