# Job Description

**Job Title:** Child Health Care Provider Outreach Liaison
**Department:** Healthy Start
**Program:** Help Me Grow Florida
**Posting Closes:** Open Until Filled
**Submit Resume:** hr@wellflorida.org

**Summary**

Responsible for educating and motivating physicians and other child health providers in **Marion and Lake counties** to conduct child development screenings and/or contact the Care Coordinator at the appropriate Early Learning Coalition for assessments, care coordination and support. The CHCP will also encourage child health providers to refer families to 2-1-1 for more information about HMGF and other services and supports they may need.

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

Conduct a child health care provider outreach activities in Marion and Lake Counties. Outreach will consist of education of pediatricians, pediatric office staff and others associated with pediatric services to families with children ages birth to eight years old.

Engaging and utilizing Physician Champions to educate and motivate physicians and other child health care providers to conduct child development screening and utilize the HMGF Centralized Telephone Access Point (CTAP) for additional supports and services for families with young children.

Market HMGF to physicians and other health care providers and follow-up with office staff about how HMGF can assist with screenings.

Create and distribute a HMGF referral form to be given out at physicians' offices.

Establish a system to offer feedback to physicians and other child health care providers who have referred clients, including screening results, referrals given, outcomes and appreciation.

Providing child health care providers with screening results, referrals given, outcomes, and thanking them for the referral they have made.

Post events on social media accounts (e.g. Facebook, Instagram, Twitter).

**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.