



Job Description

Job Title: Provider Liaison (Central Healthy Start)

Department: Healthy Start

Salary: \$35,000 - \$45,000; plus benefits

Location: Citrus, Hernando, Lake and Sumter counties

Posting: Posted until filled. Submit resume to hr@wellflorida.org

General Description

Plans and conducts outreach and trainings to prenatal care providers, 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 and MIECHV-Parents as Teachers).
- Knowledge of community social and health care resources and Medicaid.
- Knowledge of maternal child health issues and services.
- Knowledge of and experience with computer hardware/software including Microsoft Office software and Internet.
- Knowledge and thorough understanding of the principals of Healthy Start Standards and Guidelines.
- Interpersonal skills requiring courtesy, tact, confidentiality, and empathy at all times to communicate effectively and convey information to participants and colleagues.
- Ability to communicate effectively with health care providers and community members.
- Ability to plan, organize and coordinate work activities.
- Ability to use discretion and judgment required in order to handle sensitive and confidential situations.

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

- Assist in the development and implementation of the Coalition's Community Engagement Strategic Plan.
- Assist in the development of the Coalition's Service Delivery Plan.
- Participate on the Public Awareness Committee.
- Attend Healthy Start Coalition's meetings: Board of Directors, Care Coordinator meetings, and Home Visiting Advisory Council.
- Participate on the Florida Association of Healthy Start Coalitions Community Liaison meetings.
- Conduct outreach and trainings to prenatal care providers and birthing facilities to: promote the prenatal and infant risk screening and increase screening rates; ensure accurate completion of the

screen; provide ongoing technical assistance; and educate on the home visiting programs and services offered.

- Conduct outreach to pediatricians to provide information on the Healthy Start program and services offered, and increase rates of appropriate referrals.
- 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 Service Provider Council.
- 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.
- Educate board members on components of the prenatal and infant risk screens so they can be advocates in the community.
- Research and identify educational materials to disseminate to prenatal care providers, birthing facilities and pediatricians.
- Research and identify effective marketing and outreach items for healthcare providers.
- Assist in the recruitment of members for the Coalition's Board of Directors and general membership.
- 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.