



Woman and Infant Resource Specialist

GENERAL SUMMARY:

Primarily responsible for providing increased access and linkage to resources and safety education for pregnant women and women with children who are receiving the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) services.

PRINCIPAL CRITERIA and STANDARDS FOR PERFORMANCE:

- Provide follow-up, safety education and linkages to identified WIC participants to ensure they are contacting the services to which they are referred and that they are keeping prenatal appointments and pediatric visits for well baby/well child checks.
- Complete Healthy Start Triage Screening and Initial Contact Assessments on all women who meet criteria
- Follow-up with families to make sure they are contacting the services to which they are referred
- Know what resources are available in each part of the county
- Help family make contact with services while they are in WIC waiting rooms
- Providing Safety Education/Community Resources, Supports and/or Products
- Flexible with site locations, hours of operation, space and availability
- Conduct home visits if needed to discuss education and follow-up to resources for participants identified by WIC for low intensive case management
- Provide educational Video Messaging/Table Books for WIC offices
- Ensure that identified participants that require more intensive contact are following up with and linking to concrete and social supports
- Introduce/enroll participants in myOn Reader and Ready Rosie
- Attend specified WIC Staff Trainings (e.g. Staff meetings – 4th Tuesday of each month; Nutrition Supervisors Meetings – monthly; and All Staff Meetings – 3 or 4 per year)
- Other duties as assigned.

KNOWLEDGE, SPECIAL SKILLS, and PHYSICAL REQUIREMENTS:

- Bachelor's Degree in Social Services or related field, Master's Degree Preferred
- Minimum Two (2) years' experience working with families
- Bilingual in English & Spanish with excellent written and verbal communication skills
- Working knowledge of word-processing, spreadsheet and related basic computer software; including MS Word, MS Excel, etc.
- Effective organizational skills
- Must have reliable personal transportation, insurance and valid State of Florida driver's license.

SERVICE EXCELLENCE STANDARDS:

- Function as an effective team member in accordance with program and agency policy & procedures.
- Demonstrates professionalism in dealing proactively with families, stakeholders, providers, the Board and general public.

EOE/DFWP/Smoke-free workplace/campus

Email resume to jobs@hstart.org by September 27, 2017.