
SUBJECT:	JOB/POSITION IDENTIFICATION
JOB/POSITION TITLE:	Early Childhood Community Coordinator <i>Non-Exempt / Full-Time</i>
SUPERVISOR'S TITLE:	Buffalo County Community Partners Behavioral Health Coordinator
POSITIONS SUPERVISED:	None

Summary

Work under the direction of the Buffalo County Community Partners Behavioral Health Coordinator to support the work of the Early Childhood Collaborative, engaging stakeholders, elevating early childhood needs, empowering people and evaluating results of community efforts.

Major Accountabilities

1. Performs work with a positive attitude that reflects sensitivity and commitment to serving the needs of a diverse organization. Performs all other duties as assigned.
2. Supports the work of Buffalo County Community Partners by embracing collaboration and partnership building reaching out to volunteers as a customer centered team member working toward Buffalo County 2020 Vision.
3. Support the work of Early Childhood Collaborative by planning monthly meeting agendas, recording monthly minutes, and engaging stakeholders. Ensure effective recruitment efforts to engage stakeholders from key constituencies in Buffalo County.
4. Work with Collaborative to develop mission, vision and actionable objectives with measurable outcomes to create positive system change.
5. Support the work of the collaborative by leveraging human and financial resources, aligning resources and securing resources to sustain the system. Ensure all members of the coalition have an active role and responsibility to the plan.
6. Work closely with early childhood organizations and child care providers to foster collaboration among people and agencies. Focusing on needs of birth to five years of age to align all early childhood work with current Nebraska Children initiatives.
7. Work with the Collaborative to evaluate process and outcomes to communicate results to the community and funders.

Job Qualifications

1. Willingness to maintain the standards, carry out the purpose, and adhere to the policies of Buffalo County Community Partners, including federal, state and local grant policies and HIPPA requirements.
2. Bachelor degree is required; social work, behavioral health, marketing, organizational management, family studies, health promotion, early childhood education, elementary education

3. Ability to prioritize work, and meet deadlines as required.
4. Experience with or ability to learn Microsoft Office programs.
5. Employs core values and guiding principles to improve the design and delivery of services for children and adolescents with behavioral health disorders.
6. Skills preferred; listening, openness, communication, visionary, social sensitivity.
7. Experience in grant writing, community organizing, program budgeting, behavioral health systems, organizational management, statistics, evaluation, and behavioral health programing.
8. Ability to travel locally, in-state and out-of-state. Vehicle and valid driver's license for work related travel. Carry at least \$300,000 in automobile liability coverage.
9. Due to COVID-19, work from home options may be temporarily required. Equipment will be provided to perform job duties.
10. This work necessarily involves sitting for extended periods of time, looking at computer monitor and typing on keyboard.
11. This work may also involve lifting and carrying boxes and other loads of up to approximately 25 pounds.
12. Position is funded by Nebraska Children and Families Communities for Kids Plus Preschool Development Grant.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Buffalo County Community Partners does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.