



Help Me Grow Program Manager

\$2,500.00-\$3,846.15 bi-weekly

\$65,000-\$100,000 annualized*

Full-time Exempt

Background

First 5 Ventura County envisions a future where all Ventura County children are born healthy, thrive in nurturing environments, and enter school prepared and eager to learn. Catalysts for systemic change, we partner with parents, school districts, community leaders, and social and healthcare agencies to develop a service system that meets community needs. Our mission is to strengthen families, communities, and systems of care for children prenatal to 5 years through investments, expertise, and leadership so all children reach their full potential. By working through partners with a focus on prevention, we are able to maximize our collective impact and cost-effectiveness, and leverage community resources with federal, state and grant dollars.

First 5 Ventura County (F5VC) is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10), funded through an increased tax on tobacco products.

Help Me Grow Ventura County

First 5 Ventura County is the organizing entity for Help Me Grow Ventura County, an affiliate of a national model. This model is focused on building an integrated, countywide, early childhood system to promote early identification of children with developmental and social-emotional needs and to provide linkage services to those children to community resources and interventions. This is accomplished by leveraging existing resources in the community, maximizing opportunities within public agencies, and promoting cross-sector collaboration toward a shared agenda. Help Me Grow consists of four direct service components: a centralized access point, family and community outreach, child health provider outreach, and data collection and analysis.

Position Description

The Program Manager, under the direction of the Director of Program and Evaluation, is part of a collaborative team responsible for planning and implementing the Commission's strategic priorities and contributes his/her expertise in early childhood to carry out the goals of the organization. The Help Me Grow Program Manager is responsible for planning, developing, coordinating the implementation of, and collaboratively evaluating Help Me Grow (HMG). The Program Manager holds the overall coordination responsibility of all HMG components and strategies, and has primary responsibility for community collaboration, sustainability, fiscal management, policy advocacy and HMG system infrastructure development. This position is a supervisory role, providing oversight for the Care Coordinator.

Typical Duties and Responsibilities

Duties may include, but are not limited to the following:

Oversight of the HMG Initiative

- Plans for and guides the ongoing development and implementation of HMG
- Collaborates with F5VC staff to plan for and coordinate future initiatives and strategies, partnership development, agency team development, and ensure effective program implementation and integration of HMG with agency work
- Plans and coordinates HMG governance and steering committee meetings
- Recommends and manages assigned budgets, monitors program expenditures
- Develops plans for program evaluation and quality assurance in collaboration with the Director of Program and Evaluation.
- Maintains and synthesizes information, data, and records to evaluate and report on the effectiveness of current programs and services, and utilizes this information to inform and recommend program modification and/or new development or delivery strategies
- Works in collaboration with F5VC staff to develop and distribute marketing and promotional materials
- Supervises the Help Me Grow Care Coordinator

Community Partnership and Collaboration

- Develops and maintains collaborative relationships with community partners, providers, agencies, educational institutions, and other stakeholders
- Plans and coordinates partner meetings to plan strategies, including funding, and long term sustainability
- Communicates effectively to ensure coordination and integration
- Attends collaborative meetings, as assigned
- Serves as a liaison to Help Me Grow California and Help Me Grow National and participates in peer-to-peer learning and other related activities

Organizational Capacity

- Analyzes changes in relevant best practices, regulations, policies, or funding streams; evaluates the impact on program or service delivery, and drafts and recommends appropriate changes
- Participates in agency strategic planning process, including recommending future program direction and operations, budget, and staffing
- Contribute to the development and production of Commission reports to describe funded services/programs and outcomes. Conduct research and data analysis, as assigned.
- Contribute to resource development, such as generating ideas for proposals, grant writing and grant report submission.
- Participate in professional development activities to keep abreast of best practices and trends in services for children prenatal to age 5 and their families.
- Manage special projects and perform other duties as required.

Qualifications

Education

Bachelor's degree or equivalent in health and human services, public health, public policy, public administration, social work, early childhood, or related field. Master's degree preferred and may be substituted for one year of the required experience. Bilingual English/Spanish is desirable.

And

Five or more years' experience:

- planning, coordinating and managing, and evaluating programs
- two years supervisory experience preferred.

Knowledge, Skills, and Abilities

- Knowledge of principles and practices of early childhood systems, including disability services; family centered care; family engagement; child development; and early childhood mental health
- Ability to establish and maintain effective, collaborative working relationships with a wide range of professionals, para-professionals and community members including but not limited to F5VC staff, partner agencies, family members, community partners and providers
- Knowledge of program development, planning, collaboration, and evaluation and quality assurance methodologies
- Demonstrated success and leadership in mobilizing and coordinating systems, including strong collaboration, coalition building, and facilitation skills
- Knowledge of principles and practices of supervision
- Demonstrated analytical and critical thinking skills; provides recommendations with supporting rationale and business reason.
- Ability to analyze, develop and monitor budgets and program expenditures
- Demonstrated success displaying cultural awareness and sensitivity in a variety of contexts
- Communicate clearly and effectively, orally and in writing, to staff, the Commission, partners, and the public, including ability to write and produce reports
- Flexibility to adapt, with minimal or no advance notice, to changes in agency operations and work assignments or procedures
- Strong decision-making skills with use of good judgment in recognizing scope of authority and making effective decisions.
- Ability to work well as a team member and independently while collaborating with others to achieve desired goals/results, with a positive attitude.
- Mission-driven and self-directed, with a demonstrated passion for First 5 Ventura County's work to strengthen families and improve child outcomes.
- Awareness of confidentiality laws. Handle confidential information with discretion and sensitivity to and respect for the privacy rights of clients, client families, and providers in all communications.
- Proficiency in Microsoft Office Suite, use of the internet for research

Work Environment

- Some travel, primarily within the County and State to attend various meetings and seminars.
- Requires working some evenings and weekends.
- Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds, e.g., easels, flip charts, refreshments, brochures, etc.

- Possession of a valid California Driver's License and appropriate insurance. Driving is an essential function of this position.
- Due to the pandemic, F5VC currently permits staff to work remotely, and provides necessary equipment to support staff in maintaining social distance. Staff and community meetings are held via Zoom until further notice. If staff chooses to work on-site, they are expected to follow F5VC's health and safety procedures, in accordance with health protocols suggested by the Public Health Officer or other regulatory bodies, such as Cal-OSHA. Staff must be available for in-person meetings as needed.

*Annualized at 260 work days per year