JOB DESCRIPTION
Healthy Start Fatherhood Coordinator

1. Little Dixie C.A.A.  
2. Program: Healthy Start

3. Reports To: Healthy Start Project Director  
4. Title: Fatherhood Coordinator

5. Grade: 6  
6. Date: December 2019

7. Approved By: Rebecca Reynolds  
8. Status: Non-Exempt

JOB SUMMARY

The Fatherhood Coordinator, under the direction of the Healthy Start Project Director and in consult with Colleen Ayers-Griffin, works collaboratively with the Healthy Start Care Coordinators to facilitate fatherhood engagement and increase participation of Fathers/Father figures in the Healthy Start Program.

DUTIES AND RESPONSIBILITIES

1. Provide casework services and determines the preferred intervention strategy for each client according to Healthy Start protocols.
2. Interview father/father figures; completes intake and risk assessments which identify specific needs of each client and family. Is responsible for all needed written and typed correspondence with clients. Will manage a caseload of fathers/father figures. All enrolled fathers must also have an enrolled pregnant mother in the program.
3. Plan and Coordinate Father-Father figure/child involvement activities.
4. Plan and facilitate fatherhood peer support groups and promote fatherhood involvement in the community through creation of a “Father-Friendly” environment.
5. Order supplies, equipment, curriculum, etc. in compliance with program and agency procurement protocols; maintain inventory and restock as necessary.
6. Prepare and submit invoices/claims for payment in a timely manner.
7. Maintain files/records/documentation of activities, events, as applicable and enter Data into CAPTAIN, Challenger Soft and/or other applicable client-tracking software.
8. Work collaboratively with Program Director, Care Coordinator manager, Care Coordinators other staff, community partners, coalitions and other stakeholders to plan and implement strategies towards meeting the goals of the Healthy Start Program.
9. Prepare reports and make recommendations to management, board, participants, community on project-specific progress/outcomes.
10. Must attend all CAN meetings as deemed necessary by the Program Director or Care Coordinator Manager.
11. Follows up on all missed appointments, to include home visits.
12. Will work closely with the HS Liaison and will maintain a positive and cooperative attitude.
13. Responsible for all recruitment efforts for the Fatherhood program.
14. Must be able to multitask and handle stress associated with home visitation.
15. Performs other duties as assigned.
16. This is a Safety Sensitive position.
SUPERVISORY RELATIONSHIP

The Fatherhood Coordinator works under the supervision of the Healthy Start Project Director. The Care Coordinator Manager oversees the work of the Care Coordinators.

ESSENTIAL JOB FUNCTIONS

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2. Plan and facilitate fatherhood peer support groups and promote fatherhood involvement in the community through creation of a “Father-Friendly” environment.
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6. Work collaboratively with Program Director, Care Coordinator manager, Care Coordinators other staff, community partners, coalitions and other stakeholders to plan and implement strategies towards meeting the goals of the Healthy Start Program.
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QUALIFICATIONS/SPECIFICATIONS

Bachelor’s Degree in child development or social science preferred but extensive work experience in a related field will be considered in lieu of a degree. Two years of experience in case management (especially related to family or social service work). Excellent interpersonal and communication skills.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

1. Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress.
2. Constantly must be able to sit/stand in a stationary position 50% of the time.
3. Constantly must be able to move about inside the office to access file cabinets, office machinery, etc.
4. Must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
5. Frequently must communicate with staff and others who have inquiries about the Healthy Start Project. Must be able to provide and discuss accurate information in these situations.
6. Occasionally must move/carry equipment weighing up to 30 pounds as needed.
7. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities.
Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is non-exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

______________________________ _______________________
Employee Signature Date

______________________________
Employee Name Printed