

## CBR YouthConnect Job Descriptions

### *Community Voices Program Coordinator: Family to Family (F2F) HIC Project Coordinator*

**POSITION SUMMARY: Full-Time Position** - The Community Voices (CV) Program Coordinator, aka Family to Family (F2F) HIC Project Coordinator, is the primary contact and agency representative for the Federal HRSA Grant. As such, the Program Coordinator assumes leadership and outreach roles to families and professionals across the State of Colorado to improve the provision of health services for identified CYSHCN families. The Program Coordinator provides education, support, and referrals to families of children and youth with special health care needs (CYSHCN), community providers, and professionals through in-person, telephone and e-mail assistance. The Program Coordinator is the source regarding information, resources and guidance to parents regarding CYSHCN health care access. Outreach to families of CYSHCN, especially parents, who are typically underserved and underrepresented is a key role of the position. The Coordinator is essential in the dissemination of public information, partnership development, and providing educational activities with various organizations and professional groups in the region.

**BENEFITS:** Experience working in and navigating various systems, direct individual and systems experience, mileage reimbursement, flexible work hours, health benefits available (full-time only)

**EDUCATIONAL REQUIREMENTS:** Bachelor's degree in related field: psychology, humans services, social work or a related field.

**KNOWLEDGE/SKILL REQUIREMENTS:**

- A working knowledge of the field of Intellectual Developmental Disabilities (IDD) and cross-systems impact for the State of Colorado
- A bi-lingual (Spanish speaking) applicant with a multi-cultural background is preferred but not a requirement
- Personal lived experience in the care of individuals with a developmental disability
- Self-Starter with great initiative; able to work independently
- Excellent personal communication skills white ability to present to diverse groups
- Time and Project Management abilities including excellent written and verbal skills Incumbent can work remotely

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Acts as a liaison between the greater community and government entities and the F2F Network by serving on appropriate committees and collaborates with pertinent state human service agency programs and committees
- Oversees the grant management including budgeting, fiscal accountability, project evaluation and reporting requirements in partnership with CBRYC finance staff
- Responsible for the development, education, and oversight of F2F Network participants. This includes contract management, holding monthly F2F Network partnership meetings to provide updates, guidance and support as well as providing training to them on sensitivity to and awareness of cultural and linguistic diversity issues
- Develops a rigorous state-wide community outreach program for professionals and families to including community-based trainings on topics of interest to diverse families of children with disabilities/special health care needs (at least one event will be for partnership staff) as well as professionals at all levels
- Finalizing content for training and technical assistance activities and project products and events (including website)
- Administers all social media accounts (Facebook, Snapchat, Blog, Podcast, Twitter, etc.) and Community Voices Website and develops and posts, videos and articles to accounts
- Presents information to local agencies/organizations/groups from the Family to Family Network of CO and referrals from the Health Information Center

This position involves frequent travel both across the larger Denver metro areas as well as attending and presenting at State wide presentations and meeting

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