

## BABY BEAR HUGS COUNTY COORDINATOR JOB DESCRIPTION

**Title:** Baby Bear Hugs County Coordinator

Qualifications: Bachelor's Degree preferred, Associates required plus three to five years relevant experience.

This is a non-exempt position.

**Mission:** The mission of Baby Bear Hugs is to promote positive parenting, enhance family strengths, and prevent abuse and neglect of infants and children.

**Purpose:**

Regional Home Visitation Program dba Baby Bear Hugs (BBH) is a 501(c)(3) non-profit organization supervised by a Board of Directors. The purpose of BBH is to provide mothers/families with support, education, and connection to community resources. Responsibilities of the County Coordinator include supervising Parenting Educators and volunteers, maintaining program visibility, and meeting the goals of the program through activities and actions of Baby Bear Hugs in that county. It is also the County Coordinators job to support the regional program as it sustains the collaboration and credibility of each county.

**Responsible to:** The Baby Bear Hugs Executive Director. In the absence of the Executive Director the Board Chair is the contact person.

**Duties:**

1. Attend BBH orientation, training, staff meetings, and maintain confidentiality – all are required.
2. **Parenting Educator:** Provide ongoing supervision and support of Parenting Educators in the county utilizing Reflective Supervision among other techniques. Annually evaluate the Parenting Educator, and meet to review the evaluation together with the Executive Director. If a Parenting Educator is no longer in the position or gone for an extended period of time, it is the Coordinators responsibility to see that there is a plan for families enrolled in the program to continue to receive visits. This may mean the Coordinator provides the visits.

3. **Recruit expectant or new mothers/families to participate in programs of BBH.**

**Referrals:** to intake referrals and with all necessary input, make the determination about what BBH program would serve the family's needs best, then refer or enroll the family in that program. If the family is eligible for NFP, that referral will receive preference. If the family is eligible for SafeCare, that referral will receive preference following NFP.

County Coordinators will regularly connect and cooperate with local Doctors, Public Health Nurses, presenters of Prepared Childbirth classes, Social Services, WIC providers, Centennial Mental Health, and others to give information to their patients/clients on Baby Bear Hugs. The County Coordinator will "discover" who is expecting a baby, and contact the mother, preferably during her pregnancy through "Baby Find" if possible. The County Coordinator will make sure that every reasonable effort is made to present the program to all expecting mothers and new families. They will present an opportunity for a Bright By Three (BB3) Program A visit, assure that each mother is given a presentation on BBH and asked if they would like to participate. This may involve "Baby Find" which is a way new mothers/families self-identify at the hospital, the Coordinators or their designee will pick up these names from the hospital.

**Please note:** Prenatal referrals and pregnant women who are interested in receiving the program will

always be referred first through NFP program.

4. **Finance:** The County Coordinator in conjunction with the local Board of Director member and the County Advisory Committee will be responsible for promoting the Supportive Membership Drive. This will be ongoing but will receive specific attention during a designated time of the year. It is the Coordinators responsibility to review and update the Supportive Membership list as provided by the Business Manager. Together with the Advisory Committee, the County Coordinator will be responsible for holding one other fund raising event which will also serve as publicity for the organization such as a Sweetest Baby Contest, Walk-A-Thon, raffle, or other creative fund raiser. The Coordinator will be responsible for writing a Fundraising Plan and Membership Drive Plan annually, and carrying them out.
5. **Publicity:** The County Coordinator will publicize the program through word of mouth, brochures, articles in the local papers, presenting to groups and organizations, one on one, and other creative methods, thus keeping the programs of Baby Bear Hugs visible in the community.
6. **Assure a responsible and responsive Advisory Committee, and serve as a link to the larger community:** The County Coordinator will serve as a link to, and cooperate with the health professionals, Social Services, Health Department, BOCES, County Nurses, Home Extension, mental health providers, and others. They will also be responsible, along with the Board member, for an active, working County Advisory Committee.
7. **Maintain written records – Documentation:** All written records necessary to the program will be completed by the County Coordinator and submitted in a timely manner. Each Coordinator is responsible for making sure that the Parenting Educator turns in their paperwork complete and on time.
8. **Help sustain regional program:** BBH is not an individual County program, it is one program including several counties. It is essential to sustain a healthy organization that staff share ideas with other counties and seek guidance from others who have had experience or training in a certain area. When staff learn of opportunities available regarding program, funding, or personnel it is important to share this information with administration and other coordinators. Coordinators are encouraged to participate on committees of BBH as desired after their one year anniversary with the program.
9. **Volunteers:** Recruit, provide training, consultation, regular supervision and evaluation of volunteers within the county. Support and recognize volunteers in their efforts and giving of their time and talents. A specific goal is to recruit volunteer visitors who will deliver the programs of Bright By Three.
10. **Professional - Personal:** The County Coordinator must have an understanding of maternal issues, and remain current with Child Development and Early Childhood information. It will be necessary for Coordinators to occasionally provide visits of BBH programs to families. The County Coordinator will maintain an optimistic attitude; look at obstacles as opportunities, and problem-solve using creative solutions.
11. Other duties as assigned by the Executive Director.

Upon employment with BBH, all staff will present a copy of their valid driver's license and proof of Auto Insurance.

*Board Approved 3/9/2015*