



## **Columbus Kids: Ready, Set, Learn Initiative Columbus Kids Coordinator**

Action for Children, central Ohio's Child Care Resource and Referral agency, is seeking an individual to join the Columbus Kids: Ready, Set, Learn Initiative. The Columbus Kids Coordinator will identify, screen, refer, and track all children (ages 2-5) living in Franklin County by conducting a learning checkup for the children and a family needs screening with parents to identify any barriers the families may be encountering. The focus of the initiative is to better prepare children for kindergarten by understanding child/family needs, identifying appropriate resources and engaging parents – all as a part of an effort to building positive relationships and to strengthen families.

### **MAJOR RESPONSIBILITIES include:**

- Developing relationships with families by conducting Learning Checkups and family needs screenings, and identifying pathways for families during home visits
- Scheduling meetings with parents/guardians to review results of the ASQ and ASQ-SE, family needs screening, as well as identifying and reviewing pathways. Provides written and verbal results for parents/guardians
- Engaging parents/guardians with age appropriate skill development activities and demonstrating how to use activities and activity kits to strengthen developmental skills for the child/children
- Using the pathways protocol for care coordination activities at all times
- Providing and assisting parents/guardian with referrals and contact information related to individual needs and explaining follow-up plans which will promote pathway completion
- Advocating for the child/family and acting as a liaison between the child/family and service providers
- Conducting home visits based on the number and specificity of pathways to provide ongoing support of the families
- Completing three phone call attempts and one mailing, within one calendar month, to connect with a family for a Learning Checkup reconnect or home visit
- Following the initiative's policies and procedures, including Home Visit Safety guidelines, and contractual agreements between the home agency and United Way of Central Ohio
- Maintaining and updating Outlook calendars with information pertaining to home visits, including record number and location
- Tracking and reconnecting with families to complete six-month Learning Checkups
- Completing all required documentation (reports, case notes, etc.) in a timely and accurate manner and entering information into the database within one week from contact with the family or contact attempt, phone call, mailing, or unsuccessful home visit
- Acquiring all necessary documentation from participating families, which may include state issued identification and healthcare insurance card
- Tracking and review of caseload progress weekly
- Providing caseload reports as needed
- Attending various Columbus Kids' meetings and events
- Meeting with Regional Manager on a bi weekly basis
- Representing the initiative in a professional manner to the community



**REQUIREMENTS – Successful candidates will:**

- Have an AA or BA degree in early childhood education, child development, social work or related field preferred
- Have knowledge of local social services resources and familiarity with specific issues as related to the needs of young children and families
- Be willing to complete the community health worker and HIPAA trainings, as well as other identified educational sessions
- Have the ability to build and sustain productive relationships with diverse individuals, groups, organizations and communities, demonstrating cultural competence
- Be attentive to deadlines - demonstrated time management capability
- Have excellent communication skills - ability to market, explain, educate and engage
- Be self-directed - Position requires reliability, consistency and follow-through
- Be computer literate -must have working knowledge of Microsoft Office Suite, Outlook and spreadsheet applications - ability to learn and utilize database systems
- Have bilingual abilities; a plus
- Have valid driver's license and adequate car insurance coverage
- Have reliable transportation, as position requires ability to work in multiple geographic locations
- Successfully complete all background checks

We seek a self-directed individual who is attentive to deadlines, excels at follow-through and enjoys being a part of a team. You will have demonstrated strong skills in written, verbal and presentational communication, building rapport with children/families, knowledge of local resources. You must be committed to the success of the program and the team, dedicating the time necessary for team meetings and agency events. This is a full time position, requiring occasional evening and weekend hours as dictated by the initiative's outreach events schedule.

**HOW TO APPLY**

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, Action for Children, 78 Jefferson Ave., Columbus, OH 43215 or [jobs@actionforchildren.org](mailto:jobs@actionforchildren.org). No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.