



## Urban League of Broward County Employment Opportunity

**Position:** Care Coordinator/Educator  
**Division:** Health  
**Supervisor:** Program Coordinator  
**Team:** Together **O**ur **T**ots **T**hrive and **S**urvive (TOTTS)

**Bi-Lingual Strongly Preferred: English and Spanish**

### Program Description

The TOTTS program works in collaboration with Broward Healthy Start to provide care coordination services and education to pregnant clients during prenatal, post delivery and infants up to three (3) years of age.

### Purpose of Position

A Care Coordinator/Educator coordinates a wide range of activities to enhance program goals and objectives. The Care Coordinator/Educator conducts unannounced and scheduled home visits, advocacy, counseling, educational services in childbirth, parenting, etc. individual and group counseling, and promotes healthy outcomes that ensure effective and efficient delivery of services to clients.

### Essential Functions and Responsibilities

- ❖ Provide case management on an individual basis with clients to include referrals;
- ❖ Coordinate, facilitate, and provide care services identified through screening, evaluation of service need and assessment that are aimed at reducing participant risk and maximizing outcome.
- ❖ Conducts scheduled and unannounced home visits.
- ❖ Provide education, support, and counseling services in childbirth, parenting, breastfeeding, tobacco and interconceptional in an individual and group setting;
- ❖ Provide encouragement needed to inform and/or motivate families to take steps necessary to change situations placing them at risk;
- ❖ Promote self-sufficiency and healthy outcomes (through encouragement and motivation, reinforcement of health care regimen, anticipatory guidance, supporting home safety, enhancing parent-infant interaction, promoting continuation in health care; managing behavior concerns);
- ❖ Generates family support plans, conducts case management, provides risk appropriate care and follow-up services on participants, as required by contract.
- ❖ Maintains accurate and complete files for program participants as related to services and activities that includes timely submission of accurate reports.
- ❖ Meets all performance standards and requirements for program contracts/grants of Urban League of Broward County.

## **Job Specifications and Requirements**

- ❖ Bachelor's Degree required in the field of counseling, social work, education or related human service field.
- ❖ At minimum, 3 years of direct service case management experience
- ❖ Certifications by a nationally recognized organization preferred in:
  - Childbirth
  - Breastfeeding
  - Interconceptional Counseling
  - Parenting Education
  - Smoking Cessation
- ❖ Knowledgeable in working with the homeless population
- ❖ Detailed knowledge and experience in case management and documentation.
- ❖ Must be passionate about serving clients in the community and their families
- ❖ Must work some evenings and weekends for outreach events, as needed.
- ❖ Ability to express ideas clearly in both written and oral communications.
- ❖ Proficient in time management to fulfill all tasks in a timely manner adhering to program guidelines and supervisory expectations
- ❖ Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities
- ❖ Must be computer literate with familiarity utilizing client management systems
- ❖ Must have outstanding organizational skills
- ❖ Must have excellent presentation skills.
- ❖ Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- ❖ Positive and team-oriented attitude
- ❖ Bilingual (English and Spanish or French or Creole) candidates preferred.

## **Other**

- ❖ Must have a valid Florida Driver's License and reliable transportation.
- ❖ Must pass a level two criminal background check and drug screening for consideration.

**Submit Cover Letter and Resume to:**

**Hiring@ulbcfl.org**

**THE URBAN LEAGUE OF BROWARD COUNTY -- AN EQUAL OPPORTUNITY EMPLOYER**