



Job Description
Project Coordinator
Healthy Connections for Moms and Babies

Work Location: Broward Behavioral Health Coalition, Inc.
Position Reports to: Director of Quality Improvement
Exempt/Non-Exempt: Exempt
Position Status: Full Time
Salary: \$50,000 - \$55,000
Updated: December 30, 2024

Position Summary:

The position involves independent judgment and identification, analysis and resolution of significant issues. Candidate will report directly to the Director of Quality Improvement, and will oversee the Healthy Connections for Moms and Babies grant, and other administrative responsibilities, as assigned.

This position is responsible for assisting the Project Director to educate healthcare providers and the community about maternal substance use and depression, focusing on the importance of prenatal screening for early identification and referral to treatment and home visiting support services.

Specific Duties and Responsibilities:

1. Works closely with internal and external partners to facilitate a comprehensive community approach to facilitate screening, identification, and support services for pregnant and parenting families with behavioral health disorders.
2. Assist with data collection and tracking on outreach to and screening efforts by healthcare Providers.
3. Analyzes all requirements and provisions in contracts, including terms and conditions, to ensure compliance.
4. Ensure compliance with contractual terms and conditions, flow down requirements, and that contracts are in accordance with legal requirements, customer specifications, and contract regulations.
5. Participate in the billing and invoicing process.
6. Assist and oversee with the compilation of data and submission.
7. Develop and formulate various reports and tracking mechanisms for both internal and external distribution, as necessary.
8. Assist in auditing existing contracts and assist with contract modifications.
9. Assist the Project Director with the development of partnerships with the array of system representatives, the courts, and behavioral health providers, to facilitate transition and re-engagement to the community.
10. Facilitate linkage to BBHC's network providers for individuals identified by the Project Director and the Peer Specialists.
11. Assist with facilitating linkages to appropriate community supports and services.
12. Participate in case reviews/staffings with the providers of multidisciplinary teams, as needed.



13. Assist with collecting data for outcomes for individuals served.
14. Review and approve monthly reports.
15. Support the Operations Team regarding Child Welfare Integration Initiative.
16. Develop and conduct presentations for local and national meetings/events/conferences as requested.
17. Other related duties, as requested.

Experience and Education:

1. Bachelor's degree with a minimum of two (2) years professional experience working in the government or nonprofit sector in maternal and child health, public health, and/or working with families experiencing substance use disorders. Master's degree preferred.
2. Experience working with diverse communities, organizations, and agencies.
3. Experience in data analysis and reporting.
4. Preferred two years (2) of experience in community organizing and local networking, with knowledge of local maternal and child health service delivery system.

Skills/Abilities/Competencies:

1. Strong knowledge of substance use disorders and treatment options in the community.
2. Excellent problem solving and communication skills, both verbal and written.
3. Ability to assist with data collection and analysis. Understanding of data outcomes, and ability to disaggregate data.
4. Computer skills; including data entry, word processing, and email.
5. Proficiency in Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint.
6. Strong presentation skills necessary.
7. Ability to engage and communicate with healthcare providers in a professional manner.
8. Ability to be flexible and meet performance expectations within a fast-paced environment.
9. Ability to plan, organize, and successfully manage multiple priorities and manage time effectively to meet established timelines for work completion.
10. Ability to work independently and within a team.
11. Knowledge and understanding of systems level transformation.
12. Documentation - Skilled in writing notes, preparing proposals, drafting meeting minutes, and other reports.
13. Judgement - Displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
14. Empathy - Displays appropriate empathy for individuals and families: excellent counseling and problem-solving skills.
15. Diplomacy- Able to deal effectively and positively with staff and external parties including providers and community stakeholders.
16. Follow through - Demonstrates the ability to assume responsibility for tasks and ensure they are completed thoroughly and timely.
17. Understanding of data/outcomes as they relate to the target population to be served.



Mental and Physical Qualifications:

Good health as evidenced by acceptable employment health screening, ability to function effectively under stressful circumstances, and an acceptable attendance record.

Other Qualifications:

Has a valid driver's license and acceptable driving record. Will consent to pre-employment drug testing and background screening processes as required by the State, based on holding this position of special trust to include fingerprint-based search of criminal records in Florida and nationally.

Please send resumes and cover letters to jobs@bbhcflorida.org