



Job Description

Substance Exposed Newborn (SEN) Coordinator

Work Location:	Broward Behavioral Health Coalition, Inc.
Position Reports to:	Senior Director of the Adult System of Care
Position Status:	Full Time / Exempt
Salary:	\$52,000 - \$57,000 (annually)
Updated:	October 7, 2026

Position Summary:

The Substance-Exposed Newborn (SEN) Care Coordinator, a grant funded position, is a Certified Recovery Peer Specialist responsible for improving outcomes for substance-exposed infants and their families through relationship-based engagement, cross-system coordination, and recovery-informed practice. Working as part of the Connections That Care: Peer-Facilitated Access to Care (PFAC) initiative, the SEN Care Coordinator serves as the central point of coordination between hospitals, behavioral health providers, child welfare, maternal health providers, early childhood services, and community partners.

This position is highly collaborative and includes significant co-location within partner agencies to strengthen communication, reduce service fragmentation, and improve continuity of care for families affected by substance use.

Specific Duties and Responsibilities:

1. Coordinate care for families affected by substance exposure from identification through linkage to ongoing services.
2. Build trusting relationships with parents using lived experience, recovery-oriented principles, motivational engagement, and strengths-based practice.
3. Serve as the primary liaison between hospitals, behavioral health treatment providers, child welfare professionals, maternal health providers, home visiting programs, and community partners.
4. Maintain a regular co-location schedule within partner organizations to facilitate warm handoffs, shared care planning, and interdisciplinary collaboration.
5. Participate in multidisciplinary staffing meetings and assist partners in navigating complex behavioral health, substance use, recovery, and child welfare systems.
6. Participate in case reviews/staffings with the providers of multidisciplinary teams, as needed.
7. Assist with collecting data for outcomes for individuals served.
8. Review and approve monthly reports.
9. Support the Operations Team regarding Child Welfare Integration Initiative.
10. Develop and conduct presentations for local and national meetings/events/conferences as requested.
11. Other related duties, as requested.



Experience and Education:

1. High school diploma required; Bachelor's degree preferred.
2. Certified Recovery Peer Specialist (CRPS) in the State of Florida (or eligible to obtain certification within established timeframe).
3. Lived experience with substance use recovery.
4. Minimum three years of experience working with families affected by substance use, behavioral health, child welfare, maternal health, or related systems.
5. Experience in data analysis and reporting.
6. 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 submit resumes and cover letters to jobs@bbhcflorida.org