



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE: HEALTHY START PROGRAM COORDINATOR**

**BASIC FUNCTION:**

Under general supervision of a site administrator, performs program coordination activities of the Healthy Start Project; monitors the delivery of service to high risk children and families; and performs other related duties as required.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Interview and assess children and families; formulate, coordinate, and implement case management plan and referral for services.

Plan, coordinate, and facilitate case management team meetings.

Conduct on-going planning activities, which include the participation of neighborhood and school representatives.

Coordinate the establishment of staff enrichment and training programs to support the role of teachers and other school based personnel.

Participate in the development and implementation of all necessary systems to support Healthy Start Project activities including recordkeeping, and data collection compile statistical reports and records.

Provide information to various groups regarding the Healthy Start Project; make presentations, and network with other resources and professionals.

Acts as lead and resource person for various staff.

Maintain regular and prompt attendance in the workplace.

OTHER DUTIES:

Perform related duties as assigned.

## **Healthy Start Program Coordinator – Continued**

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Social, emotional and physical problems of children, adolescents and various ethnic and cultural groups.
- Crisis intervention principles and techniques; effective methods of school intervention.
- Community resources, structure and operation of human service and health care agencies, schools and neighborhood based organizations.
- Operation of personal computers and software applications.
- Oral and written communication skills.

#### ABILITY TO:

- Organize work projects; establish priorities and timelines for project management and report preparation.
- Establish and maintain cooperative working relationships with Federal, State, Local, community, and business representatives.
- Speak and write clearly and effectively.
- Maintain confidentiality/confidential records
- Work with culturally diverse staff and clients.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

### **EDUCATION AND EXPERIENCE:**

Possession of a Bachelor's degree from an accredited college or university with an emphasis in a behavioral, social or health science and one-year experience in a health and or social service program responsible for delivery of health or social services. Additional years of relevant experience may be substituted for the required education on a year for year basis.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Indoor work environment.

#### PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.

## Healthy Start Program Coordinator – Continued

- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Board Adopted: 1/11/05  
CSEA Chapter 821  
Salary Range: 50