



Tallahassee, Florida
www.211bigbend.org

JOB ADVERTISEMENT

Advertising Period: 6/23/2023 – 7/7/2023

Help Me Grow Care Coordinator

Full-time position

Help Me Grow (HMG) Care Coordinator

2-1-1 Big Bend operates several hotline programs including the Helpline 2-1-1, the Florida HIV/AIDS Hotline and the Family Health Line. In addition, the agency answers calls for the 988 Crisis & Suicide Lifeline and other organizations that contract with 2-1-1 Big Bend for hotline services. Help Me Grow is a program being implemented by 2-1-1 Big Bend that links families with local resources to address parents' concerns about the health, development, behavior and learning of their young children. Duties include assisting parents and families with HMG screenings, referrals, advocacy, ongoing care coordination and documentation of services. Outreach and participation with HMG Partner activities are required. Work hours will be primarily M-F with occasional night and weekend hours required. Must have a car and be willing to travel to counties in the Big Bend region. BA/BS degree in human service area, child development, early intervention or related field and two years related experience preferred. Work experience involving young children is preferred. Send cover letter & resume to hr@211bigbend.org. EOE.

Position Type: Salaried, full-time

Starting Salary: \$36,500

Benefits: 100% employer-sponsored individual health (Capital Health Plan) and dental insurance; Dependent plans available for purchase at group rate; Paid sick and annual leave (rate of accrual increases the longer you work at 211 Big Bend); Twelve (12) paid holidays; 403b retirement plan with a 3% match after one year of employment.

Line of Authority: Reports to the Help Me Grow Program Coordinator

Minimum Qualifications

Education/Experience/Skills

- Bachelor's degree in social work, psychology, child development or a related field or two years of related experience preferred.
- Work experience involving young children and special needs preferred.
- Applicants should possess motivation to help people, a non-judgmental attitude and ability to empathize as well as excellent interpersonal, verbal, and written communication skills.

Other Skills

- Proficient in Internet searching, Microsoft Outlook, Excel and Word.
- Proper telephone etiquette
- Independent decision-making ability
- Ability to maintain a calm and sensitive demeanor
- Active listening and assessment skills
- Critical thinking with solution focused approach



Big Bend

- Reading comprehension and analytical skills
- Ability to work independently as well as part of a team.
- Fluent in English (including speaking, writing, and comprehending). This includes the ability to establish a relationship with callers, identify their problems, reflect their feelings, and explore their alternatives.
- Must be able to work eight or more hours consecutively.

This position requires some travel throughout the eight county Big Bend region and attendance at a variety of meetings involving HMG collaborative partners. Applicants must have an automobile and be willing to travel as well as to develop and maintain relationships with HMG partners.

How to Apply:

Send cover letter & resume to hr@211bigbend.org. EOE.

2-1-1 Big Bend, Inc. is a private, nonprofit corporation funded by the United Way, local and state government, contracts, product sales and private donations. 2-1-1 Big Bend is a member of the Florida Alliance of Information & Referral Services (FLAIRS), the Alliance of Information and Referral Systems (AIRS) and the American Association of Suicidology (AAS).