

JOB DESCRIPTION

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Vacant	
Agency: Indiana State Department of Health (ISDH)	BU: 400
Division: Maternal and Child Health (MCH)	Section/District: Life course
Job Title: Contractor-Knowledge Services	Job Code: N/A
Working Title (if different from above): ECCS Impact Coordinator	
Reports To: Children's Program Director	
	Effective Date : Immediately

Background:

The purpose of the Early Childhood Comprehensive Systems Impact (ECCS Impact) program is to enhance early childhood systems building and demonstrate improved outcomes in population-based children's developmental health and family well-being indicators using a Collaborative Innovation and Improvement Network (CoIIN) approach. An additional goal of the ECCS Impact grant is the development of collective impact expertise, implementation and sustainability of efforts at the state, county and community levels.

The overall aim of this project is that within 60 months, the identified community will show a 25% increase from baseline in age appropriate developmental skills among their community's 3 year old children. Secondary aims include:

- Strengthen leadership and expertise in continuous quality improvement (CQI) and support innovation among state and community early childhood systems
- Achieve greater collective impact in early childhood systems at the state, county and community levels, with common aims, shared metrics and measurement systems, coordinated strategies, continuous communication, and a backbone organization at the state, county and community levels
- Develop primarily two-generation approaches to drive integration of early childhood services within and across sectors
- Develop and adopt a core set of indicators to measure Early Childhood system processes and outcome indicators that measure population impact around children's developmental health and family well-being
- Test innovative Early Childhood system change ideas, develop spread strategies and adopt new policies for sustaining the systems developed during this project that improve children's healthy development and family well-being

Purpose of Position/Summary:

The Early Childhood Comprehensive Systems Impact (ECCS Impact) Coordinator is responsible for coordinating all ECCS Impact activities for the Maternal and Child Health Division (MCH) of the Indiana State Department of Health (ISDH). The Coordinator is responsible for ensuring that the ECCS Impact program is implemented in a manner that meets all Federal, State and local standards under the direct supervision of the Children's Program Director.

Essential Duties/Responsibilities:

- Monitor progress toward goals and provide frequent progress reports to the Children's Program Director.
- Remain abreast of current literature regarding Early Childhood (EC) systems and evidence-based models/promising practices of early childhood programs throughout the country. Appropriately relay this information to partners, colleagues and providers.
- Provide support and assistance in the development of state and local level leadership and capacity to facilitate CoIIN implementation and spread, facilitate ECCS Impact Advisory Team meetings, facilitate local community CoIIN activities, report results of local CoIIN activities with results and recommendations to ECCS Impact Advisory Team and engage additional communities to replicate ECCS CoIIN activities for improvement in children's developmental health and family well-being
- Preparing quarterly and annual reports as required by federal guidance for the ECCS Impact Program. Must confer with partners, and disseminate these reports for continuous quality improvement of project activities.
- Assisting in submitting grant proposals to enhance and sustain existing Early Childhood (EC) System efforts or develop new services for EC Systems in the state of Indiana.
- Serving as the secondary contact for the ECCS Impact Program
- Perform other duties as assigned

Job Requirements:

- Bachelor's degree is required. Areas of study may include public health, health administration, education, healthcare, psychology, social work, or similar disciplines.
- Outstanding organizational skills.
- Working knowledge of the development of public health strategies for new and existing maternal and child health programs.
- Working knowledge of organization and function of ISDH, federal and state government agencies, official health agencies, professional and other groups involved in Maternal and Child Health programs.
- Ability to communicate extremely well verbally and in writing - prepare written and oral reports and presentations that communicate necessary information to internal and external partners.
- Able to work independently and as a part of a project team.
- Able to work under pressure and tight deadlines in a fast-paced environment.
- Able to multitask, prioritize, and be flexible.
- Proficient in the use of Microsoft Office PowerPoint; Word; Excel or Access.

Supervisory Responsibilities/Direct Reports:

The ECCS Impact Coordinator works in the ISDH MCH Children's Team as well as other divisions within the MCH and Health and Human Services Commission, both staff and contractors, to ensure compliance with all ECCS Impact program requirements. The position represents ISDH/MCH to numerous internal and external partners statewide and advises the Children's Program Director on matters of major impact to ensure conformity with agency, state and federal requirements.

Difficulty of Work:

This position requires significant attention to detail, the ability to work with internal and external partners, knowledge of state and federal ECCS Impact performance objectives and interpretation of those objectives within a life course framework. The ECCS Impact Coordinator must also be able to resolve problems, logically develop ideas, interpret policy, and have superb oral and written communication skills.

Responsibility:

The ECCS Impact Coordinator works under the supervision of the Children's Program Director and is the secondary contact for ECCS Impact. Work involves constant coordination and communication with internal and external partners, and with local, state and federal officials as needed.

Personal Work Relationships:

The ECCS Impact Coordinator maintains cooperative relationships with internal and external partners for daily problem solving and interpretation of regulations and policies; and must have the ability to work with a diverse group of employees, not only in function, but also in skill level.

Physical Effort:

Position requires the ability to sit for long periods, extensive use of computers and the ability to physically move throughout the ISDH office area. Some travel is required. There is no heavy lifting required.

Working Conditions:

The ECCS Impact Coordinator works primarily at the Indiana State Department of Health Office with regular meetings at the Indiana Government Center and with partners on the Indianapolis Near Eastside. Limited in-state travel is required when meeting with partners and stakeholder with whom incumbent works. Minimal out-of-state travel is required to attend national meetings and conferences related to ECCS Impact.