



## **JOB DESCRIPTION & ANNOUNCEMENT**

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**Position:** Glow! Program Specialist  
**Reports To:** Program & Evaluation Director  
**Department:** Program & Evaluation Department  
**Classification:** Non-Exempt, Part-Time  
**Salary Range:** \$36,120 - \$45,000  
**Deadline to Apply:** June 26, 2017

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### **Position Summary**

Under the general direction of the Program & Evaluation Director, the Glow! Program Specialist will assist with the day-to-day programmatic and administrative responsibilities of the Glow! Group Prenatal Care and Support Project, housed at the Lighthouse Community Learning Center (CLC). In addition, the Glow! Program Specialist will also support with contract management, project planning and implementation related to the goals of the Program & Evaluation Department as well as the vision and mission of First 5 Fresno County.

### **Project Description**

Glow! is a group prenatal care and support project, designed to improve access to high quality prenatal care and increase social support for pregnant and parenting families. The project is partnering with local medical providers (OB/GYNs) to deliver education, preparation and support for childbirth and the postpartum period; screen for and treat risk factors and complications of pregnancy; and promote well-being following delivery. The project includes research and evaluation components to assess the effectiveness of birth and health outcomes both for mothers and their infants.

Glow! will be launched and implemented at the Lighthouse Community Learning Center (CLC) in downtown Fresno. The CLC is a space supporting a network of community partners and early childhood professionals working together to provide a wide range of early childhood services aimed at strengthening parent-child relationships and improving child and family outcomes. To learn more about the CLC, visit [www.lfcfresno.org/families](http://www.lfcfresno.org/families).

### **Duties & Responsibilities**

- Create, organize, and maintain an administrative structure for the Glow! project, including: managing an active calendar of room reservations for project sessions; coordinating all logistical tasks; purchasing refreshments and supplies; corresponding with partnering medical providers staff; and ensuring proper documentation and file maintenance for the project participants.
- Co-facilitate group prenatal care sessions as needed, both in English and Spanish, by working in partnership with each medical provider to deliver the group prenatal care curriculum scheduled for each session using a facilitative leadership style noting that each Provider may have a unique style of patient interaction.

- Maintain confidential records on each patient's information, health and medical history by complying with HIPPA requirements, including entering patient information into the IT platform and filing physical copies in patients' charts.
- Attend required trainings and actively promote and encourage participation of all patients to create a safe and inviting environment for expectant mothers receiving group prenatal care.
- Assist with project specific programmatic and fiscal reporting requirements.
- Work closely and effectively with the CLC staff and clinical research team to ensure group prenatal care services are integrated and coordinated with other services at the CLC.
- Assist in preparing materials for Commission meeting presentations and other support as requested.

## **Qualifications**

### **Education/Certification**

- Bachelor's Degree in the health field preferred: Public Health or Social Work or equivalent training.
- Fluent in the Spanish language (speaking, reading and writing) required.

### **Knowledge/Skills/Abilities**

- Comprehensive knowledge of administrative procedures and processes and function with a fair degree of independence.
- Ability to work with confidential materials.
- Culturally competent; able to promote and sustain diversity, inclusion, equity and respect for parents, children, staff, and community partners.
- General knowledge of pregnancy, human immunodeficiency virus (HIV) / acquired immune deficiency syndrome (AIDS), and sexually transmitted diseases (STD).
- Understanding of early childhood care and education, early intervention and child development trends.
- Ability to interpret, analyze and utilize data sets to inform service coordination and scheduling.
- Capable to exercise good judgment in a variety of situations; strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities.
- Proficient in Microsoft Office Suite and database management software.
- Exceptional interpersonal communication skills and the ability to foster collaborative relationships and partnerships.
- Strong customer service etiquette.
- Self-motivated and able to work independently with minimal supervision.
- Ability to speak in a clear, informative, and engaging manner to small and large groups.
- Highly resourceful team-player.
- Ability to identify issues proactively and address before they escalate.
- Valid California driver's license, reliable transportation, satisfactory driving record, and auto liability insurance required.

## **Organizational Accountabilities**

The following are agency values in the form of organizational accountabilities that we, a First 5 Fresno County strive to encourage, develop and strengthen in all team members:

**Mission:** Shares in and displays a commitment to the mission and philosophy of First 5 Fresno County in providing excellent internal and external customer service. Actions and decision-making exemplify the mission, demonstrate cultural sensitivity, dedication, and compassion, and are in the best interests of the Commission, its staff, partners and the community.

**Teamwork:** Demonstrates ability to work harmoniously with others to get a job done. Attitude promotes positive work environment; respects others; resolves issues and conflicts. Communicates effectively with team members and provides constructive suggestions to improve team performance.

**Professionalism:** Maintains the necessary level of professional knowledge and technical proficiency to fully perform all job requirements. Identifies growth opportunities and takes initiative to increase competency.

**Leadership:** Acts in a self-directed manner; takes action before being directed by others or forced by events. Seizes opportunities and is proactive in avoiding potential problems. Learns from own mistakes; adapts to changing conditions; takes on challenging or difficult assignments. Inspires excellence and commitment in others.

**Planning/Time Management:** Determines resources and actions required to accomplish objectives. Sets priorities and manages time effectively to meet deadlines and follow through on commitments. Identifies potential problems and opportunities and works with supervisor to plan contingent actions, as appropriate.

**Integrity and Trust:** Is widely trusted and seen as truthful; presents the facts in an appropriate and professional manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

## **Working Conditions**

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment. The position will involve some travel to regional counties, Commission meetings and events.

## **How to Apply**

Submit a cover letter detailing your experience and skills that make you an ideal candidate along with your résumé. Please also include a list of three current professional references, with accompanying letters, who can attest to your pertinent knowledge, skills and abilities for this position. Submission can be sent via e-mail to Zaira Valeriano at [zvaleriano@first5fresno.org](mailto:zvaleriano@first5fresno.org) or delivered in person during normal business hours by 5:00 p.m. on the deadline date. Deadline to apply is June 26, 2017. Position will be open until filled.

Office address: 2405 Tulare Street, Suite 200, Fresno, CA 93721.