

**Healthy Beginnings Program Coordinator
Job Description**

Summary

Healthy Beginnings Program Coordinator manages a comprehensive program aimed at reducing racial, ethnic and socio-economic health disparities for pregnant and parenting young adult women at elevated risk for pre-term birth, low birth weight, and infant mortality.

Duties and Responsibilities

- Ensure that the Healthy Beginnings program is conducted in accordance with agency plan and contractual requirements.
- Recruit and provide case management services to program participants, including completing individualized goal plans, providing support and connecting participants with appropriate resources.
- Provide home visits with program participants using Partners for A Healthy Baby curricula.
- Assist with planning, staffing and facilitating Healthy Beginnings peer group meetings and education classes.
- Assist with the recruitment, training and supervision of program volunteers and interns.
- Ensure timely and accurate submission of program data into the Healthy Beginnings database.
- Complete professional development training aimed at improving program outcomes.
- Recruit, retain and conduct quarterly meetings with Community Advisory Council members.
- Foster cooperative community relationships to meet the needs of program participants.
- Develop and promote program activities that meet the needs of the community being served such as academic assistance, parenting education, health education, career awareness, job skills development, individual counseling, cultural enrichment and recreation.

Education and Experience

- A bachelor's degree with major emphasis in Social Service or a related field.
- One year of experience in a closely related field.
- Excellent administrative and leadership skills.
- Knowledge of and passion towards the needs of pregnant and parenting women.
- Superior verbal and written communication skills to include facilitation and public speaking.
- Valid NC Driver's License, auto insurance and reliable transportation.
- Ability to work evenings, weekends and some holidays.
- Understands and embraces the mission of the YWCA.

Work Schedule

- Full-time with flexible hours varying according to the needs of YWCA Greensboro.

Salary

- Salary is commensurate with education and experience.

The YWCA Greensboro is an Equal Opportunity Employer. As such, in compliance with and as required by federal and state law, all applicants are considered without regard to race, color, religion, national origin, sexual orientation, age or disability.