



## Job Description

**Position Identification:** Healthy Families of Benton and Linn Counties **Eligibility Screener**

**FTE:** .6 FTE (24 hrs/week)

**Pay Range:** \$20 - \$22/hour

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families (OMCCF) is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

**Position Summary:** This position is responsible for the screening of parents (expecting or new) to establish eligibility for voluntary participation in the Healthy Families Program, provides data entry and administrative support for the program, and implements community outreach plans. The position works closely with the Healthy Families Program Manager. The Eligibility Screener ensures that Healthy Families Oregon (HFO) and OMCCF policies and procedures are followed in the areas of eligibility and data management.

**Responsible to:** Healthy Families Program Manager

### Qualifications:

BA/BS degree in business administration, social work or human services or related field or at least 3 years work experience in a relevant position including experience working with data entry systems.

Skills needed include the ability to work effectively with low-income families in cross cultural situations, and the ability to collaborate with many different stakeholders. In addition, the screener will be able to understand and practice warmth, empathy, and genuineness with families and the community in person, via telephone and virtual platforms. This position requires excellent organization and time management skills, attention to detail, problem solving skills and the ability to work cooperatively as a member of a service delivery team.

### Responsibilities:

- Screens new participants prenatally, within 2 weeks after birth or within 2 weeks of receiving referrals from community partners. Screening may take place by phone, email, text message or in community settings.
- Enters screening information into the HFO data system and agency spread sheets within timelines specified in Healthy Families policies and by the Healthy Families Program Manager.
- Inputs and maintains data within approved Healthy Families Database.
- Assists Healthy Families Program Manager with assembly of data for regular and ad hoc reports.
- Provides administrative support to Healthy Families Advisory Committee for Benton and Linn Counties as requested by Program Manager.
- Attend monthly team meetings, bi-weekly supervision meetings and Old Mill Center meetings as required.
- Attend community partner meetings that happen virtually and in-person.
- Presents the Healthy Families program to new and existing community partners, and/or families.
- Ability to work in a variety of work settings. Must commit to 1-2 days in the office a week and 1-2 days in the community a month. The remainder of hours can be completed remotely. Some work might happen after hours to connect with families for screening.
- Provides other administrative support to Healthy Families program as needed.

**Other related duties/responsibilities:**

- Reports to work at the time and place agreed upon collaboratively with Healthy Families Program Manager
- Maintains a respectful, cooperative, and reliable team member ethic and participates in program activities.
- Maintains compliance with criminal background checks.
- Maintains approved auto insurance and a good driving record.
- Respects the confidentiality of information about enrolled children and families, personnel issues, and other program operations as appropriate.
- Projects a professional work image, both in dress and manner.
- Able to occasionally lift up to 30 pounds.