Help Me Grow Statewide Director

Position: Help Me Grow Wisconsin Statewide Director  
Start Date: August 1-September 30, 2023

Hours & Location: Full time – Hybrid must live in Wisconsin  
Salary Range: $60,000 - $73,000 +benefits

1001 Kennedy Ave. Suite C, Kimberly, WI 54136  
Application Closing Date: July 15th, 2023

Employer: First Five Fox Valley is an early childhood collaborative with cross-sector representation, that serves as the framework for systems-level change to improve outcomes for children and their families.

Job Summary: This position is responsible for the executive leadership and oversight of the Help Me Grow System and the positioning for expansion and replication throughout the state of Wisconsin. The Statewide Director position is responsible for organizing of meetings, aligning regional and statewide efforts across various cross-systems partnerships and serves as a spokesperson and advocate with oversight for implementing various HMG programs. The Director will work with local, regional, state, and national entities to:

- Advance policies and programs focused on increasing the availability of developmental screening and high-quality programs and services for children and families in the State of Wisconsin
- Meet with early childhood leaders, policy makers and practitioners to create, implement, and sustain an ambitious Help Me Grow regional system
- Ensure fidelity to the evidence-based national model for each system within HMG-Wisconsin and sustain the 4 required core components:
  1. Centralized Access Point
  2. Child Health Provider Outreach
  3. Community & Family Outreach
  4. Data Collection & Analysis
- Oversee the HMG database and data integrity for reporting accurately the outcomes of projects to funders.

The Help Me Grow program offers families throughout Wisconsin the opportunity to learn more about their child’s growth and development through online and print developmental screening, and connections to local parent support resources. The Statewide Director will support with local systems directors and serve as the primary point of contact for statewide Help Me Grow system that uses a multi-agency community partnership model. This model links a Centralized Access Point including a database and website to link families with young children to existing resources in the community and provides the necessary follow-up to ensure the referrals are effective. The Statewide Director leads a multi-system HMG navigator team to effectively and efficiently run the Help Me Grow program to fidelity and aligns to the HMG National Centers expectations of an evidence-based model of operations. The HMG Statewide Director is employed by First 5 Fox Valley and supervised by the Executive Director. As a hybrid position, travel within the State of Wisconsin will be required as well as in-person meetings. A bulk of the work can be done online but requires weekday hours and prefer 1 day in the Kimberly, WI office.

Director Responsibilities:

- Develops and maintains relationships with community resources and services that support Wisconsin children.
• Works with and collaborates with the First 5 Fox Valley Executive Director to recruit and sustain new expansion systems utilizing local coalitions and statewide partnerships through grant writing and management, technical support and data sharing.
• Identify resources and gaps that affect local communities’ ability to develop strong and trusting partnerships.
• Manage incoming calls, emails, and other messages to the Statewide central access point and forward family intake information in Help Me Grow-Wisconsin partnering agencies.
• Seek and develop collaborative relationships with community and statewide networks, while centering all work with an equity lens. Identifying gaps and barriers for reaching underserved populations and collecting data to improve utilization.
• Make connections with new communities that might want to start-up HMG services with technical assistance, marketing support and presentations to groups as needed.
• Support start-up systems to reach full implementation status, with technical assistance and solution-based support.
• Utilize ASQ screening tools, the Help Me Grow Data database and maintain online resource directory with updated agency/organizational data to provide appropriate, relationship-based referrals for families.
• Model to navigator staff how to conduct warm handoffs and follow-up with families via phone, mail and/or email to ensure effectiveness of referral and provide additional support.
• Supervise family navigators as identified in grant requirements.
• Support community partners with information and organizational referrals.
• Other duties as assigned including, but not limited to, supporting other F5FV projects and initiatives.
• Promote Help Me Grow within targeted communities for expansion of the Statewide system.
• Oversee the HMG Advisory Council.

**Education, Experience and Professional Attributes Required:**
• Bachelor’s or Master’s Degree in public health, special education, early childhood development, or related health or human services field, plus a minimum 5 years’ experience working with children and families.
• Experience in positions involving policy/advocacy or systems building work.
• Knowledge of typical and atypical child development and special needs conditions.
• Ability to use computer technically well to complete job functions, including search features of a database, Excel, Word, PowerPoint, attach a PDF and email and use template letters.
• Ability to work effectively with people of diverse backgrounds.
• Well-developed communications skills, both written and verbal.
• Ability to work independently.
• Takes and grows from constructive feedback.
• Adheres to policies and procedures.

**Job Specific Responsibilities:**
• Develop in-depth knowledge of the early intervention, early education and social service support systems within Wisconsin including eligibility, referral/application processes, and related support services.
• Understand and coordinate the use of ASQ (Ages and Stages Questionnaires) activities and Enterprise systems, including scoring of paper screens, follow-up conversations with families, data entry, screen reminder system management, and reporting.
• Assures that Family Resource Navigators in local HMG systems refer to appropriate services through the Birth to Three System, Head Start/Early Head Start, and Children and Youth with Special Health Care Needs Program, Home-visiting, 4K and school district programs, child care subsidy (SHARES), CCR&R, public and private Health care systems, and other partnering agencies.
• Overseer Care Coordination by navigators to assess caller/client situation and enters accurate data on all calls into the Help Me Grow data system.
- Oversee the HMG Database, the online Early Childhood Resource Directory on the Sales Force platform, the use of ASQ Enterprise systems by local HMG affiliates and the fidelity report to HMG National Center.
- Assists in identifying gaps and barriers to services, system issue trends families experience in utilizing services.
- Grant writing and reporting to grow and expand the HMG Statewide Affiliate.
- Develop data sharing agreements and MOUs with statewide and community partners using HMG.
- Assists with program outreach activities, collaborating on marketing and communication strategies.
- Conduct HMG staff meetings, make presentations and provide technical assistance/workshops to regularly upgrade professional skills of all HMG staff and understand systems and current best practices for working with children and families.
- Works effectively as a team member and provides assistance to other staff members as needed.
- Attends training with funders and state/national partners to expand knowledge, report progress and address any challenges.
- Maintain an active and professional presence with state partners as expansion grows and seeks sustainable funding.
- Prepares any required reports within designated timeframes.

Skills Needed:
- Excellent communication skills, bilingual language skills preferred.
- Strong interpersonal skills and demonstrated ability to work and communicate effectively with people of diverse cultural, ethnic and socioeconomic groups.
- Compassionate personality with the ability to interview individuals to obtain information, assess client needs and provide appropriate information and referrals.
- Team-building and effective communication skills are essential.
- Good time management and organizational skills, with ability to work with limited supervision.
- Ability to use computer programs to accomplish tasks, manage outreach schedule, and input and analyze client data proficiently.
- This position requires access to a car and a valid driver’s license and will require daytime travel throughout Wisconsin.
- Must pass a criminal background check prior to employment offer and periodically thereafter.
- Possess strong time-management skills and ability to multitask and maintain focus.
- Ability to work a flexible schedule, independently, with no immediate supervision.
- Knowledge, skills and abilities to respect diversity and support and strengthen early childhood efforts in the state, regional and local communities to assure equitable access to culturally relevant resources that parents want and need.

Submit by July 15th, 2023:
1. Letter of Interest outlining skills, expertise and experience
2. Resume or Curriculum Vitae
3. One-two letters of reference

Applications submitted to:
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