

## Home Visitation Programs Manager

Illuminate Colorado is a statewide 501(c)(3) organization working to strengthen families, organizations and communities to prevent child maltreatment. With a research-based approach that emphasizes building promotive and protective factors, we address systemic and multi-sector issues by collaborating with families and partners at the community, state and national level to develop and implement powerful programs, policies and initiatives that build brighter childhoods in Colorado.

Our organization is working to build an inclusive and diverse team of passionate experts who value each other's differing lived experiences and backgrounds. All of our work is grounded in the foundations of equity and inclusion, family and community driven, holistic, and multigenerational approaches – and guided by our core values of empathy, innovation, growth, and integrity. Learn more at <https://www.illuminatecolorado.org/about/>.

**Role:** Under the guidance of the Director of Home Visitation, the Home Visitation Programs Manager will lead and support the State Intermediary functions related to planning, implementing, and monitoring the Family Connects model and Healthy Families America (HFA) in Colorado.

Family Connects is an evidence-based approach to supporting all newborns and their families. As a universal light touch home visitation model, Family Connects implementation is designed to create mechanisms, building on local community capacity and interests, that will provide all new parents, prenatally or at birth, systematic opportunities to discuss their concerns and be connected to the parent support resources available in their communities. Family Connects works in partnership with four current demonstration communities and is poised to scale.

Healthy Families America® (HFA) is the nationally recognized, evidence-based home visiting program of Prevent Child Abuse America.® Grounded in an infant mental health framework, HFA aims to cultivate and strengthen nurturing parent-child relationships, promote healthy childhood growth and development, and enhance family functioning by reducing risk and building protective factors. There are currently two HFA sites in Colorado.

### **Specific Duties Include:**

Support Family Connects and Healthy Families America State Intermediary Functions to plan, implement, monitor, and scale the Family Connects and Healthy Families America models in Colorado.

- Serve as Illuminate Colorado's Salesforce lead, supporting Family Connects partners, the Home Visitation Team, and other internal staff in Salesforce build and utilization, including but not limited to developing and maintaining workflows, reports, and dashboards as well as troubleshooting internal and external issues.
- Support the Family Connects and Healthy Families America data collection, reporting, and continuous quality improvement processes by working with partners to ensure timeliness and quality of data reports as well as monitoring site data and reports to identify strength and improvement opportunities.
- Coordinate and support sites with the Community Alignment components of the Family Connects Model, which may include creating and maintaining resource lists within Salesforce, exploring interoperability with external information and referral services, and monitoring key performance indicators related to referral connections.
- Lead or assist with the development of implementation tools, measures, processes and learning resources that may be useful to community and state partners or to team members providing implementation support.
- Collaborate with other Illuminate Colorado teams, including communications, operations, and evaluation to ensure data collection, administration, and reporting supports internal needs relating to functionality, evaluation, and performance monitoring

Partner with local implementing entities, state agency partners, and model purveyors (Family Connects International and Healthy Families America) to facilitate planning, implementation, certification, and technical assistance processes.

- Collaborate with Family Connects International (FCI) cross-functional team members to ensure coordination and alignment of internal resources used with program sites.
- Partner with Healthy Families America to support local sites with fidelity monitoring and continuous quality improvement
- Build and maintain relationships with state agency partners, existing and potential community partners, and programs sites.
- Co-facilitate meetings and stakeholder engagement processes on both state and local levels, including creation and maintenance of notes.

Support implementation, evaluation, and maintenance of Illuminate's overarching home visitation plan.

- Manage timelines and support sites with the completion of deliverables
- Grow proficiency in implementation planning, project management, stakeholder engagement, and quality improvement.

Other duties as assigned.

### **Experience, Skills, and Qualifications**

- At least 2-3 years experience with an evidence-based program
- Training and/or practical experience with project management, community engagement, and facilitation
- Proficient with database administration (Salesforce proficiency is highly desired but not required), including managing data entry workflows, dashboards, and reporting features of the system
- Understanding of community health systems and commonly used Electronic Health Records (EHR) systems
- Experience in data monitoring and reporting, including developing data collection processes, reviewing data and report submissions, and supporting data mobilization, learning, and improvement
- Commitment to advancing social and racial equity through collective action
- Excellent oral and written communication skills
- Demonstrated ability to manage collaborative projects, including balancing deadlines with community processes
- Demonstrated ability to establish and maintain highly collaborative working relationships with individuals of diverse professional backgrounds, technical expertise, and lived experience
- Comfort with ambiguity, shifting environments, and shared decision making.
- Ability to balance multiple projects with shared deadlines while being responsive to emergent needs
- Experience working with Microsoft Office, Google Workplace, Microsoft Teams, and Zoom
- Experience with Tableau, Alchemer (or other enhanced survey platform), Mailchimp, Canva, and/or Smartsheet is a plus

### **Compensation & Schedule:**



Full-time, salaried, exempt position eligible for benefits. Starting salary is negotiable and commensurate with skills and experience in the range of \$50,000 - \$60,000.

Illuminate Colorado offers health and dental benefits as well as participation in a 401K, EAP, and Life Insurance benefits. In addition, Illuminate Colorado has an unlimited paid time off policy and offers both flexible scheduling and remote work. Residency in Colorado, or anticipated relocation to Colorado in the near future (at your own expense), is a condition of employment with Illuminate.

We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway.

**To Apply:**

Please submit a cover letter, resume, and three references via email with "Home Visitation Programs Manager" in the subject line to [hire@illuminatecolorado.org](mailto:hire@illuminatecolorado.org).

**Application Deadline:** 5pm on April 28th, 2023