

ABCD Open Position: HealthySteps Program Manager

About ABCD

Assuring Better Child Health and Development (ABCD), a project of the Colorado Nonprofit Development Center, is a statewide nonprofit focused on partnering with and building connections across health care, community partners and early childhood systems to expand best practices. Our vision is for all Colorado's children to have access to services that promote healthy development.

ABCD is the designated Colorado State Intermediary for HealthySteps. HealthySteps (HS) is an evidence-based early-childhood integrated care model that provides developmental support, behavioral health, and resources to young children (0-3 years) and their families in the context of pediatric primary care settings. As the State Intermediary, ABCD works to scale the model statewide, supports the financial sustainability of HS sites, monitors model fidelity, provides professional development to HS specialists, maintains and reports HS data to state and national partners, and liaises between Colorado HS sites and the HealthySteps National Office (ZERO TO THREE).

As a team, We **center children and families**, uplifting the strengths of families. We are **responsive to the diverse needs** of families, providers, and communities. We **value and promote relational health** with each other, with providers and partners, and with those we serve. We practice **humility**, recognizing we are on a journey to expand our commitment to equity as individuals and as an organization. We are **brave, taking risks and trying new things** while learning from those experiences. We are looking for a teammate who shares these values and is excited to grow with us.

ABCD HealthySteps Program Manager

Summary of the Position:

This position will serve as an integral member of the ABCD team by providing training and technical assistance to primary care practices who have implemented HealthySteps or are considering implementation of the model. This position is designed to support HealthySteps Specialists and sites with technical assistance (TA) around model fidelity, billing and sustainability, data collection and reporting, and quality implementation of all core components of the model. This manager will work to ensure high quality implementation, sustainability, and growth of the model and will help to ensure that the work is connected to and coordinated with all ABCD projects.

This individual will be on the ground, ensuring that those frontline providers have the knowledge, tools, and skills needed to implement best practices in early childhood development. Responsibilities include, but are not limited to the following:

HealthySteps Professional Development:

- Develop content, and deliver monthly Community of Practice calls to all Colorado HS Specialists
- Develop customized TA plans for HS sites, based on their annual site visit and other qualitative/quantitative data
- Provide customized TA to HS sites, based on individual site needs
- Support HS sites in connecting with other early childhood agencies in their communities

- Train HS sites in best practices for making referrals to early intervention, preschool special education, and other early childhood partners
- Support early childhood community partners in connecting with one another and with HealthySteps sites by facilitating systems building conversations in communities where HS exists or could exist.
- Support HS sites in their family engagement efforts
- Support HS sites in implementing new protocols to align with National Office requirements
- Support HS sites in understanding their data, and implementing data-based improvements
- Document TA activities as directed by grant funders

HealthySteps Database Management:

- Maintenance of the HealthySteps Colorado Database
- Summarize child-level HS data into site-level reports using Microsoft Excel formulas/calculations
- Support sites in using the database to guide their HS implementation
- Train new HS Specialists on the HealthySteps Colorado Database

Clinical Quality Improvement:

- Supports sites engaging in Continuous Quality Improvement (CQI) initiatives to ensure the HealthySteps model is delivered with fidelity
- Support practices in identifying gaps in their child-level and family-level screening and referral processes
- Provide reflective coaching and technical assistance to clinics to support quality implementation and sustainability.

Required Skills/Experience:

- Experience working in a pediatric integrated behavioral health setting
- Experience using child, parent and family screening tools in a clinical environment
- Experience providing training and technical assistance to adult learners, including early childhood and/or pediatric professionals.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Excellent Microsoft Office skills (especially Word and Excel)
- Excellent oral and written communication skills, including grant writing
- Experience with data collection, analysis, compiling, communication and/or reporting
- Demonstrated abilities to take initiative and work well independently
- Strong interpersonal skills that include an ability to work in a team environment and lead team-based projects.
- Must be empathetic, supportive and patient and possess a high attention to detail

Preferred Skills/Experience:

- Preferred experience working in a pediatric or family practice environment
- Familiarity with the HealthySteps model and its implementation
- Familiarity with Colorado's Early Intervention and Child Find systems
- Quality Improvement facilitation experience
- Comfort and experience using Asana, Google Workspace, Zoom and/or other related software.



Early Pathways. Lifelong Benefits.

Required Education:

B.S or Master's Degree in a related field

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: ABCD is a hybrid work environment, with staff working predominantly in the Denver Metro area. Generally, there are 2-4 required days per month for in person staff meetings, staff retreats, or other critical team-based work. Occasional travel may be required for on-site program visits or professional development training opportunities. All staff are awarded a quarterly remote work stipend to maintain an appropriate home office, including stable internet, etc.

Professional Development: ABCD is dedicated to professional development for all staff, including regular opportunities for training and coaching and attendance to applicable conferences and workshops.

Documentation: Candidate must have a valid Colorado Driver's License, reliable vehicle, and proof of Colorado auto insurance. Employees must be able to pass a comprehensive background check and provide evidence of COVID-19 vaccination.

Start Date: March 1, 2024

Employment: 1.0 Full Time

Salary: \$65,000-\$75,000 based on related education and experience

Benefits: Medical/Dental/Vision/Life Insurance/Short- and Long-Term Disability/Telehealth/LifeLock/401k plus Paid time off benefits (holiday, sick, vacation).

Please send your resume and cover letter by Friday February 2, 2024, to Eileen Auer Bennett, ABCD Executive Director eileen@coloradoabcd.org

Assuring Better Health and Development (ABCD) is a project of the Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees including managers, supervisors, co-workers.