



JOB ANNOUNCEMENT – COMMUNITY LIAISON – Help Me Grow Program

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. We've been serving children with special needs since 1948 and we love what we do and why we do it! Join us in our mission and make the journey with the precious children we serve.

Job Type: Full-time

Salary: \$37,440 - \$49,401.30 per year

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Summary/Objective - PdN Children's is the organizing entity for Help Me Grow El Paso, a nationwide, evidence-based system model that promotes awareness and early identification of developmental, behavioral, or educational concerns and links children and families to community-based services and supports at no cost. The HMG EP Community Liaison, under the direction of the HMG EP Program Supervisor, promotes awareness of the HMG system throughout the community and facilitates the development and maintenance of community relationships and resources.

General Duties

- Develop and maintain relationships with community resources and services that provide support to children and families in El Paso County.
- Assist in the development and maintenance of a comprehensive resource directory.
- Attend events and/or coordinate networking opportunities to establish a strong presence of HMG El Paso within the community to enhance awareness, increase referrals, and promote the benefits of Help Me Grow.
- Oversee marketing & communication projects related to Help Me Grow.
- Maintain communication with the call center regarding current developments in community resources and programming.
- Provide specialized case support to the call center as needed.
- Engage in professional development related to early childhood, including the Ages & Stages Questionnaire. For example, trainings/workshops, administering and scoring screeners, data entry, and generating reports.
- Present Help Me Grow and ASQ to pediatric providers and provide support to pediatric practices around developmental screening as needed.
- Provide ASQ and ASQ-SE training and promote HMG to early care and education centers, home visiting programs, child guidance clinics, etc.
- Collect and maintain proper data on activities and Help Me Grow indicators.
- Assist in the preparation of quarter and annual reports for HMG activities.

- Perform additional tasks as assigned to support Help Me Grow program goals and objectives.

Required Education and Experience

- Bachelors in Public Relations, Marketing, Advertising, Public Health, Social Work or related field

Preferred Education and Experience

- Experience in Pediatrics (Children 0-8 years old)
- Experience working with physicians, clinics, hospitals, administrators in the medical community and other child serving entities
- Functional Spanish Speaking skills preferred
- Marketing Skills
- Knowledge of typical/atypical child development

Additional Eligibility Qualifications

- **Must pass criminal history background check**
- **Current Child CPR / First aid Certificate.**
- **Driver's License and reliable vehicle and car insurance**

Other Duties - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment - Work is performed primarily in an office setting. However, this position involves a substantial amount of travel in personal vehicle within the community, conducting meetings at agencies and participating in outreach events (both indoor and outdoor).

Physical Demands - The work involves sedentary activities and high movement. Items carried would generally include small tables, chairs, canopies, boxes of books, toys, brochures and pamphlets, laptops, and other materials.

Essential Functions - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit application (<http://pdnchildrens.org/career-opportunities/>) and requested documentation to admin@pdnchildrens.org