



MECCA MULTI-ETHNIC COLLABORATIVE OF COMMUNITY AGENCIES

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Home Visiting (HVP) Manager

POSITION OVERVIEW:

The function of the Home Visiting Manager is to assist the Director of Home Visiting to oversee the Home Visiting Program funded through the County of Orange, Social Services Agency CalWORKs. The Home Visiting Manager is responsible for coordinating referrals to ensure receipt and optimal triage, collects program data from collaborative partners, and ensures quality assurance while maintaining compliance with contract requirements. The Home Visiting Manager is also expected to contribute to the innovative design of new programming opportunities and outreach to increase MECCA's impact within its communities.

CLASSIFICATION: Programs (Full-Time, Exempt)

REPORTS TO: Director of Home Visiting

KEY RESPONSIBILITIES:

- Receive and triage HVP referrals from OC SSA CalWORKs Home Visiting Program staff
- Understands and articulates data collection and interpretation, as well as network security and confidentiality, as required by the OC SSA contract
- Collects HVP data from partners and follows-up as necessary to obtain clarification and correct any errors
- Collaborates with Program Director to maintain the PENELOPE HVP database
- Oversee program supervisors who monitor the work of home visitors and supervise program staff
- Provide home visiting staff with clinical feedback as needed, review case files, provide technical support to ensure overall quality of the program and ensure compliance with OC SSA CalWORKs standards
- Develop and implement programming strategies that will maximize program impact in collaboration with staff
- Assist MECCA's Research & Evaluation team in carrying out assessment and statistical tools and measures in order to effectively evaluate the program and work on measurement quality assurance
- Assist Director of Home Visitation program with ensuring that MECCA complies with all of its funding and contractual agreements
- Develop and support relevant outreach, training, and program initiatives particularly for multicultural and other underserved communities
- Assist the Director of Home Visiting with monthly report compilation, measure collection, other program data collection, assist in developing systems for improving participant data collection and improving quality assurance and results
- Processes and works to develop a standard operating procedure for requesting and fulfilling orders of material goods
- Maintains oversight and affiliation of both evidence-based models used to implement the Home Visiting Program: Parents as Teachers and Healthy Families of America
- Coordinates "Group Connections" classes in collaboration of subcontracted partners

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent related experience from an accredited college/university
- Experience with working within or managing collaborative projects
- Experience managing, manipulating, and updating complex datasets in databases preferred
- Understanding and applying Health Insurance Portability and Accountability Act (HIPAA) guidelines
- Must have excellent interpersonal communication, networking, organizational, communication and listening skills
- Demonstrated cultural competence and knowledge of culturally responsive practices
- Demonstrated knowledge and sensitivity to ethnic issues as they relate to behavioral health
- Working knowledge of research and evaluation methods
- Strong coordination, communication, and outreach skills
- Demonstrated ability to learn new skills and content and communicate clearly and productively.

- Bilingual/Bi-literate in Spanish, Korean, Vietnamese, Farsi, Arabic or other language(s) required
- Must possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations as required in the accomplishment of job duties
- Valid CA Driver's License and reliable transportation with proof of car insurance
- Must pass criminal background check

COMPENSATION: \$62,400 - \$72,800 salary based on experience plus benefits.

LOCATION: Santa Ana, CA

BENEFITS:

- Medical, vision, and dental insurance
- Term life insurance with ADD
- Employee Assistance Program
- Professional development reimbursement
- 14 paid holidays + 1 paid floating holiday

Equal Employment Opportunity: MECCA is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.

For consideration submit your Resume and Cover Letter to humanresources@ocmecca.org