



Position Title: **Community Alignment Specialist (CAS)**
Location: **New Brunswick**
Reports to: **Connecting NJ Coordinator/Supervisor**
FLSA: **Full Time / Exempt**

Prevent Child Abuse - New Jersey (PCA-NJ) is the statewide leader in the prevention of child abuse and neglect and the promotion of healthy childhoods for all of New Jersey's children. The organization was incorporated in 1979 as the New Jersey chapter of Prevent Child Abuse America, the 9th Chapter to be established among a national network. Today, we exist as one of the largest chapters across the country and have become a recognized leader for prevention work in New Jersey.

Located in every county, Connecting NJ (CNJ) is a single point of entry that helps to simplify the referral process, improves care coordination, provides developmental screening, and ensures an integrated maternal, infant, and early childhood care system. The primary focus of CNJ is to assist pregnant people, caregivers (mothers, fathers, grandparents, kinship, foster parents, legal guardians), and young children (birth-five) in efficiently accessing the most appropriate services. However, all county sites will assist families and individuals with needed connections across the lifespan.

JOB SUMMARY:

The Community Alignment Specialist (CAS) will focus on aligning community resources and services to meet the needs of families. The CAS will focus on aligning people, processes, and supporting technologies within each CNJ hub to drive better outcomes for our youngest children and families. The CAS will establish and maintain communication between community resources, physicians, nursing personnel, and other health care and community professionals regarding program objectives, policies, and procedures. In addition, they will lead the Family Connects International (FCI) marketing and public relations efforts.

MAJOR RESPONSIBILITIES:

- Establish and maintain relationships, partnerships, and coalitions with community resources and services that provide support to families in a timely and appropriate manner as referred by FCI nurses and that participate in the community system of care for young children and their families. Identify key contacts within local partner agencies (May need to travel out of county);
- Maintain ongoing relationships with the prenatal care providers serving residents in the county and out of county, and educating prenatal providers to check off the Perinatal Risk Assessment (PRA) box for linkage to community-based services;
- Conduct routine follow-up meetings and/or conference calls with prenatal and pediatric providers (at a minimum on a quarterly basis) to meet any new staff, review the referral process, discuss concerns, and ensure data quality of incoming referrals;
- Attend nurse case conference meetings to provide individual-case consultation about community resources to support nurse home visitors as they connect families with community resources, as needed. Communicate regularly, and as needed, to ensure access to needed information and services for CNJ referrals;
- Support and monitor the Post Visit Connection process (i.e., phone calls made to families one month after their nurse visit), to identify unmet community resource needs and/or referrals, customer satisfaction, and problem solve solutions for the community. Plan regular visits to maintain positive working relationships;

- Market the program by communicating with referral sources (e.g., obstetric-gynecologic practitioners, hospitals, pediatricians), communicating with groups that interact with families (e.g., employers, newspapers, churches, childcare agencies, the public), and soliciting support from community leaders. Work collaboratively with the Community Health Worker (CHW) and the local County Council for Young Children (CCYC) board to ensure that the county has an active and successful local Community Advisory Board (CAB);
- Participate in relevant local and/or regional committees and task forces to communicate and collaborate re: community early childhood and perinatal needs. Training to collaborating healthcare providers or community agencies to promote universal home visiting;
- Join joint community advisory board to assist in coordinating services within the early childhood system of care. Assist in facilitating Continuous Quality Improvement (CQI) processes for the local hub to improve referral process and alignment of resources;
- Compile and maintain records, reports, and documentation of program activities regarding community relations for use in program evaluation;
- Participate in quality improvement and evaluation activities;
- Bilingual Skills preferred;
- Available some evenings and weekends for events;
- Support CNJ and EPPC as needed;
- Perform other duties as requested by supervisor.

QUALIFICATIONS:

- Master’s degree in a related field (e.g., public health, psychology, social work, nursing, communications, marketing), or bachelor’s degree with additional related experience;
- Progressive experience in human services in the public sector, including skill in interacting with human service providers and agency leaders and an understanding of the role of evaluation in social services;
- A combined five years of experience in a related field is desired;
- Excellent written and verbal communication skills required, and computer literacy preferred. Ability to communicate clearly and professionally with a range of community stakeholders;
- High level of familiarity with county health and social services required;
- Understanding of and experience in communication, marketing, and public relations, as well as professional oral and written experience (e.g., public speaking, grant writing);
- Leadership skills and a willingness to take initiative and be proactive;
- Ability to work independently, as well as in teams;
- Ability to accept personal differences, establish trusting relationships, and work with culturally diverse populations;
- Experience with Microsoft Office software (e.g., Word, Excel, PowerPoint, Outlook) and social media platforms (e.g., Facebook, Twitter) required.

Additional Information:

The CAS will utilize and update the Resource Directory affiliated with the CNJ hub and will become familiar with the SPECT database system. The Single Point of Entry and Client Tracking (SPECT) system is designed to integrate the users of prenatal providers, MCOs, and community organizations that rely on the Perinatal Risk Assessment (PRA) and Community Health Screening (CHS) form to provide comprehensive care to pregnant people. The SPECT system shall be used to identify community needs and facilitate and track referrals. In addition, data collection and reporting, in collaboration with FHI, shall be conducted through the SPECT System.

TO APPLY:

Please submit resume and cover letter to resume@preventchildabusenj.org. Be sure to include "CAS" and your last name in the subject line.

Prevent Child Abuse New Jersey is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity and protection from discrimination for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.

