Job Announcement: **Program Coordinator, Health Stars Program**

Rady Children's Hospital San Diego, Center for Healthier Communities

August 23, 2017

This position is funded by a two-year grant. Target start date: 10/1/17

Health Stars is a healthy development program for low-income and homeless parents and their children (0-8) to increase child healthy behaviors and positive parent/child interactions. Health Stars brings volunteer pediatricians into the communities they serve to engage with families in their neighborhoods. Participants learn healthy habits during a series of one-hour reading and play sessions; each focused on a specific health topic.  Health Stars addresses key child health issues including discipline, nutrition, safety, sleep, and oral health; providing families with children’s books to reinforce healthy behaviors. Clinicians lead interactive discussions in a fun, engaging environment with the goal of building parents’ trust as well as their confidence with their own child interactions/parenting skills.  Families may also be linked with 211 San Diego where trained Health Navigators will proactively contact families to identify health, social and behavioral needs, link them with appropriate community resources and provide follow-up.

The Program Coordinator, with oversight from Senior Program Manager and Medical Director, will be responsible for Coordination of Program Development/Planning, Program Implementation, Evaluation, Budget Oversight, Partnership Development and Communications & Marketing. Duties will include: oversight of recruitment, training and support of clinician volunteers and community partners including facilitating presentations about the program to physician or community groups as needed; development of curriculum and/or parent education materials; creation/maintenance of database to manage volunteers and session schedules; scheduling, promotion and attendance for all education sessions including reminders and identification of translators/translation when needed; management and ordering of all supplies and program materials; coordination of program evaluation including creation of tools and collection and analysis of all data including pre/post surveys; coordination of all communication and follow-up with families, volunteer clinicians and community partners; community outreach including coordination and attendance at health fairs; budget oversight, etc.

Master’s Degree preferred; bilingual English/Spanish preferred.

For More Information please contact:

**Phyllis Hartigan, MPH**

Senior Program Manager

Rady Children's Hospital San Diego, Center for Healthier Communities

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