



California Chapter 3

American Academy of Pediatrics, California Chapter 3

Job Description

Project Specialist

Background

The San Diego Chapter of the American Academy of Pediatrics (AAP-CA3) is responsible for providing coordination and support for First 5 First Steps (First Steps) program. First Steps offers families in-home parenting education and support with the goal of preventing child abuse and neglect. The AAP-CA3 project team oversees the project countywide. The AAP-CA3 project team works closely with the First 5-funded regional service networks, the First 5 Commission of San Diego County, and other community partners to develop an efficient and coordinated countywide system for delivering healthy developmental services to children under the age of 5. This project is funded by the First 5 Commission of San Diego County.

The Project Specialist works closely with the AAP-CA3 Chapter, project team, First 5 staff, and regional leadership. This full-time position is grant-based and is funded by the First 5 Commission of San Diego County.

Title	Project Specialist
Project	First 5 First Steps Countywide Coordination and Support
Reports to	Project Director

Job Summary

- Work with team to develop and coordinate Scope of Work activities to ensure quality outcomes and efficient compliance of contract/funding requirements
- Develop training curricula and provide training for home visiting staff
- Provide technical assistance and quality assurance support to sites
- Work with team to develop key relationships with the community, government, health experts and development experts
- Facilitate meetings and discussion groups, document and track progress towards goals
- Prepare written documents and summary reports for organizational and contracting requirements
- Assist with coordinating evaluation efforts
- Attend meetings with community partners, representing project and organization
- Assist with the scheduling of internal and external meetings
- Complete other tasks, including administrative, as needed to support the project

Minimum Qualifications

- Master's degree in public health or human services administration or fields related to working with children and families
- 3 or more years' experience coordinating a community health project
- Knowledge of public health program design, development, implementation and evaluation
- Proven ability to think strategically
- Proven ability to provide high quality training to direct service providers
- Excellent writing and communication skills
- Interest and experience in the field of child development, infant mental health, and maternal child health
- Ability to work with a wide range of people, including MDs, PhD, and other public health professionals, and organizations
- A positive attitude
- Work as a member of a team
- Experience or familiarity with non-profit organizations
- Computer literate and familiar with commonly used MS Office suite and tools
- Ability to handle multiple projects



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Other

- Must have transportation, valid California driver's license and proof of insurance
- Travel in San Diego County is required
- Must be able to lift a minimum of 30 lbs

Working Environment

- Ability to hear sufficiently for phone conversations and quiet, confidential oral discussions
- Ability to speak clearly and concisely enough to be understood by coworkers, clients, vendors, via phone and in person
- Ability to sit for long periods of time in meetings or at desk
- Ability to bend and pull occasionally to access files, equipment, and supplies
- Ability to travel in vehicle with substantial driving primarily in San Diego County and have a valid CA driver's license
- Ability to work Monday - Friday 8 - 5PM.

Physical Demands

Walking and Standing (Mobility)	Less than 30%
Sitting	More than 50%
Hand and Finger Dexterity	More than 50%
Close Vision	More than 50%
Talking and Hearing	More than 70%
Lifting Less than 40 pounds	Seldom
41 to 60 pounds	Seldom

Ability to perform these essential functions will be used by AAP-CA3 to determine if reasonable accommodation is possible for a disabled employee protected by the Americans with Disabilities Act.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.