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**Posting Type:** Open to All Applicants

**Category:** **FLSA Exempt/ Non-Exempt:** Exempt

**Agency:** Health & Human Services Comm **Department:** Texas Home Visiting Program

**Job Title:** Program Specialist VI (Systems Building Team Lead) **Posting Number:** 301448

**Full Time/Part Time :** Full Time **Regular/Temporary:** Regular

**Job Location:** 1106 CLAYTON LN **City:** AUSTIN

**Contact:** AccessHR Service Center **Telephone:** 888-894-4747

**Salary Range:** \$4,598.66 - \$7,532.75 **Salary Group:** B23

**Shift:** Days (First) **Travel:** 25%

**Closing Date:**

**Job Description:**

Works closely with Program Manager to lead development of vision, strategic direction and expansion plans that enable Texas home visiting programs to achieve maximum benefit to young children and families. Develops stakeholder feedback processes and incorporates stakeholder feedback into program planning. Provides skilled state and local system-building leadership and support to develop systems (structures, behaviors, and connections) of direct services and community-level systems beyond direct service to support healthy, nurturing families and positive child development. Assists in developing and executing a state-level early childhood coalition to align state-level supports to communities and families. Cultivates, stays abreast of, maintains relationships with, and shares information about best practices in community mobilization and service coordination, and national, state and peer technical assistance sources to bolster state and local system building. Works with Community Impact Team to identify and arrange for technical assistance to local grantees and community coalitions. Trains and supports staff and stakeholders in systems-level approaches and mobilizing communities for collective impact. Prepares briefings, reports, presentations and communications related to system-building and program direction. Serves as team lead for Systems Building Team. May plan, assign, and/or supervise the work of others. Works under minimal supervision,

with the use of initiative and independent judgment.

**Essential Job Functions:**

EFJ 1. Leads system-building efforts for Texas Home Visiting Program. Provides skilled state and local system-building leadership, expertise and support. Researches, recommends, and supports development of structures, behaviors, and connections to build state and local systems to: (1) coordinate direct-service systems including but not limited to home visiting, health, education, mental health, domestic violence, and substance abuse; and, (2) promote community-level systems (beyond direct service, e.g., healthy communities and local norms) that support healthy, nurturing families and positive child development. Assists in developing and executing a state-level early childhood coalition to align state-level supports to communities and families. Disseminates system-building and best-practice information, and trains and supports staff and stakeholders in comprehensive systems-level approaches and mobilization of communities for collective impact. (30%) EFJ 2. Works closely with Program Manager to lead development of vision, strategic direction and plans to enable the Texas Home Visiting Program and its local grantees and coalitions to achieve maximum long-term benefit to children, families and communities. Identifies and assists in implementing opportunities for strategic growth. Researches literature and stays up to date on best practices for community mobilization and systems coordination and information from other states on how to effectively grow the program to scale. Develops processes to seek input from stakeholders on future directions. Incorporates stakeholder feedback and national best practices into future plans for Texas. (15%) EFJ 3. Identifies, stays abreast of and shares national, state and peer technical assistance sources to bolster community-level system building. Works with Community Impact Team to identify and arrange for technical assistance to local communities. (15%) EFJ 4. Maintains strong relationships and communicates plans for growth and sustainability with external partners, ensuring that key stakeholders are kept appropriately informed and engaged. Develops and maintains positive working relationships with external stakeholders. Works with management team and/or policy manager to incorporate input and best practices into policy recommendations and analysis. (15%) EFJ 5. Collects, organizes, analyzes and prepares material in response to requests for information. Prepares briefings, reports, presentations and other communications for the program. (10%) EFJ 6. Assists in researching and identifying possible funding sources to grow programs. Helps educate potential supporters about the work and future plans. Cultivates and maintains state and national partnerships. Develops and implements a stewardship process to ensure ongoing communication. (10%) EFJ 7. Serves as team lead for Systems Building Team, providing guidance and fostering a positive team environment. Provides day-to-day oversight of System Building Team members. (5%) EFJ 8. Manages contracts as needed and completes special assignments as requested. (5%)

**Knowledge Skills Abilities:**

a) Experience providing strategic oversight and support for large-scale public health, social service or community development programs or equivalent community organizing projects. b) Positive, nimble, optimistic, solution-focused attitude and ability to inspire the best from people. c) Familiarity with collaborative projects, collective impact and forming a common agenda. d) Experience in building successful stakeholder relationships and coalitions and in mobilizing communities for social change. e) Experience and/or knowledge in building community, state, or federal systems and knowledge of system theory and system integration. f) Ability to maintain focus on the big-picture, while ensuring all necessary details are completed. g) Ability to learn about home visiting programs and other programs serving pregnant women and/or families with children under age six. h) Knowledge and interest in improving equity and outcomes for families and communities that are farthest from opportunity. i) Skill in researching, analyzing and evaluating multiple and complex program policy issues. j) Ability to gather, assemble, correlate, and analyze data and effectively communicate both orally and in writing. k) Ability to work within a team structure, and positively adapt to team growth and organizational change. Ability to thrive in a fast-paced environment and to develop creative and workable solutions to complex problems. l) Ability to make presentations to agency executives, elected officials and the public. m) Experience in researching and identifying potential financial supporters and providing information. n) Demonstrated ability to build and maintain relationships with donors, legislative officials, advocates, parents, and other stakeholders. Knowledge of how to develop and implement a stewardship process for supporters. o) Experience leading staff work processes, setting priorities and monitoring performance. p) Ability to use computer, word processing, database, and spreadsheet applications.

**Registration or Licensure Requirements:**

**Initial Selection Criteria:**

Graduation from an accredited four-year college or university in a related field required. Master's degree preferred. A minimum of seven years' experience.

**Additional Information:**

Req #301448

HHS agencies use E-Verify. You must bring your I-9 documentation with you on your first day of work.

[I-9 Form](#) - Click here to download the I-9 form.

In compliance with the Americans with Disabilities Act (ADA), HHS agencies will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the on-line application, contact the HHS Employee Service Center at 1-888-894-4747. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

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