

## #608 Coordinator – Help Me Grow Kenosha

Kenosha Achievement Center, Inc.  
1218 – 79th Street, Kenosha, WI 53143

**Internal:** 5/23/2022

**External:** 5/25/2022

**Hours:** Up to 40/week

**Apply To:** Suzi Wolf

**REPORTS TO:** Professional Services Supervisor

**HAS DIRECT REPORTS?** No

### **JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

Help Me Grow is a national resource model that connects parents to the services they need. It is not a program; it is a system model that builds on existing community resources. The Coordinator will be responsible to facilitate the startup and ongoing management of Help Me Grow Kenosha. This is a grant-funded project. The coordinator will be involved in the promotion of the system in an effort to secure ongoing funding. This position coordinates with other team members.

### **TYPICAL RESPONSIBILITIES:**

1. Serve as the primary point of contact for families with children age birth to 5 years in Kenosha County. Manage incoming calls, emails, and other messages and record family intake information in Help Me Grow Kenosha (HMG) database.
2. Assess caller/client/family situation and identifying gaps and barriers to services.
3. Develop ongoing relationships with families referred to HMG. Conduct follow-up with families via phone, mail and/or email to ensure effectiveness of referral and provide additional support. Provide advocacy and follow-up as needed.
4. Provide appropriate referrals for families to services in Kenosha and surrounding areas by utilizing ASQ-3 (Ages and Stages Questionnaires) screening, HMG database, and online resource directory.
5. Maintain accurate records as required by HMG Wisconsin.
6. Develop and maintain community partnerships and participate on the Building Our Future Kenosha Smart Beginnings team.
7. Support community partners with information and organizational referrals.
8. Obtain knowledge of the early intervention and social service support systems within Wisconsin including eligibility, referral/application processes, and related support services.
9. Manage all the ASQ activities entered into HMG, including scoring of paper screens, follow-up conversations with families, data entry, screen reminder system management, and reporting.
10. Maintain and use data from the HMG database to inform the community about gaps and barriers to service, system issue trends and successes families are experiencing.
11. Compile and disseminate information packets to families.
12. Coordinate program outreach activities and promote Help Me Grow within Kenosha County.
13. Attend all HMG Wisconsin Cohort activities and trainings. Meet regularly with the Kenosha Navigator team.
14. Work effectively as a team member and provide assistance to other staff members as needed.
15. Travel as needed to provide offsite service.
16. Responsible for the safety of all persons served by this position.
17. Complete assigned strategic action plan work activities and annual performance growth plan
18. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and

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the ability to work with a diverse population.

19. Perform other duties as assigned by supervisor including, but not limited to, supporting other HMG and KAC projects and initiatives.

### **OCCASIONAL RESPONSIBILITIES:**

1. Assist in the development and presentation of community trainings.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in special education, early childhood development, or related health or human services field, plus one-year experience working with young children and families; OR Associates Degree in early child development, or related health or human services field, plus three years' experience working with young children and families.
- Experience assessing and observing development.
- Experience working with database management and general Microsoft programs.
- Well-developed communications skills, both written and verbal.
- Must have a valid driver's license and a clean driving record
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders.

### **PREFERRED QUALIFICATIONS:**

- Excellent communication skills
- Bilingual, English/Spanish, ASL highly desirable
- Effective time management and organizational skills.
- Ability to work independently.
- Experience with analysis of data and report writing

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 25% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects.

The employee must occasionally lift, push & pull a maximum of 30 pounds alone, walk up & down steps, bend & stoop. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is varied.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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