

Job Description



Position: Infant Safe Sleep Project Specialist

Agency: Child Abuse Prevention Council of Sacramento

Date: 10/1/18

Reports to: Training Program Manager

Supervisory Responsibilities: None

Classification: Exempt

Position Summary:

The Infant Safe Sleep Project Specialist is responsible for managing the work of the Safe Sleep Baby (SSB) Program and Collaborative, delivering related training and technical assistance, coordinating SSB education with the four Sacramento County hospital systems, monitoring the Cribs for Kids (C4K) component of SSB, and working collaboratively with partners and the community to implement the SSB campaign. The Infant Safety Training Specialist is also responsible for developing, delivering and providing technical assistance for Sacramento County's Shaken Baby Syndrome Prevention (SBSP) program.

SSB is a culturally relevant public education campaign, using various forms of media and appropriate messengers, to educate pregnant mothers, new mothers, and their families about infant safe sleep practices. The target population for this campaign is African American pregnant parents and those with children age zero to 12 months who reside in the six neighborhoods where infants are most at-risk of a sleep-related death and where 85% of African American infants reside. The goal of the SSB education campaign is to reduce the number of infant sleep related deaths in Sacramento County.

Shaken Baby Syndrome is a constellation of life-threatening multi-organ injuries that result from the violent shaking, by an adult, of a child usually less than one year of age. Crying is often a trigger for shaking a baby. SBSP is directed toward reaching parents of newborns about how to respond appropriately to their crying infant. SBSP is a community-wide education program that partners with hospital systems and home visitation programs to deliver a consistent message. The goal of SBSP is to reduce the rate of Shaken Baby Syndrome deaths and injuries in Sacramento County.

Essential Duties and Responsibilities:

1. (40%) Safe Sleep Baby (SSB) Project Development, Delivery, Implementation, and Coordination

- Deliver SSB Train-the-Trainer workshops to facilitators who in turn will educate parents on infant safe sleep practices and the SSB message.

- Maintain, update, promote and disseminate to hospital systems the SSB On-line training curriculum in cooperation with the CAP Center On-line Master Trainer.
- Work with Training Coordinator to ensure proper scheduling, registration, and coordination of training.
- Support and coordinate SSB outreach and education with the Health Educators to track completed trainings, workshops, and home visits, and address challenges.
- Draft, update, and revise, as necessary, program policies and procedures, based on feedback. Maintain updated forms on Google Drive.
- Develop and maintain working contact lists, rosters, calendars, listservs, forms, etc. using Google Drive.
- Provide oversight of SSB program implementation and monitor progress towards contract milestones, including, but not limited to collecting data and evidence for reports, evaluating subcontractor, and partner compliance with contract agreements, etc.
- Respond to inquiries from community providers for the purpose of problem solving, providing information and/or referring to appropriate personnel.
- Provide technical assistance and necessary information to partners on progress reports, data entry and overall evaluation/performance measurement protocols.
- Facilitate Continuous Quality Improvement (CQI) for SSB trainings, workshops, and home visits.

2. (20%) Coordination of Safe Sleep Baby (SSB) Project Collaborative

- Organize and manage the work of the SSB Collaborative.
- Disseminate, coordinate and compile SSB focus groups and service provider surveys.
- Maintain and update the SBS Training Curricula in cooperation with SSB Collaborative.
- Coordinate and track C4K purchase and distribution.
- Coordinate, attend and/or facilitate SSB Collaborative meetings and all subcommittees on a regular basis, providing support to the Committee Chair(s) with such duties as meeting logistics, scheduling and staffing meetings, preparing agendas, meeting packets, and other supportive documents, and recording minutes for the purpose of presenting and disseminating information. Follow-up with all SSB Collaborative and subcommittee work.
- Develop and maintain copies of minutes, agendas, announcements, rosters, resources, outreach and presentation materials of the collaborative and all other SSB work.
- Schedule and prepare conference rooms for meetings, trainings and program activities.
- Provide information and resources to community partners as needed.

2. (20%) Coordination, Development, and Delivery of Shaken Baby Syndrome Prevention (SBSP) and other Infant Safety Training

- Maintain and update the SBSP and Infant Development Training Curricula in cooperation with Sacramento County Child Protective Services (CPS).
- Develop SBSP prevention educational materials and distribute to hospitals, Sacramento County CPS, home visitation programs, and community based organizations.
- Develop and update, as needed, the SBSP prevention curriculum to train staff from community based agencies and other service providers.
- Conduct SBSP Train-the-Trainer workshops o participants from community based organizations.
- Develop, update, and maintain a web-based Train-the-Trainer SBSP Tool-Kit containing educational materials, including the “Portrait of Promise” video to be available to all trained service providers to educate parents they serve.
- Conduct a variety of other trainings for family service workers, childcare providers and other professions in the child and family service field. Trainings may include, but are not limited to: Understanding Temperament, Baby Behaviors, NPP Prenatal, and other infant health and safety content related trainings.
- Update infant safety training curricula, as needed.
- Organize and maintain infant safety curricula on Google Drive.
- Work with Training Coordinator to ensure proper scheduling, registration, and coordination of training.

3. (10%) Data Collection and Progress Reports

- Work with Data Specialist to utilize First 5 Persimmony for SSB data collection to analyze data related to program activities and contract deliverables as required by grant contracts.
- Coordinate with the Health Educators to track completed trainings, workshops, and home visits, and address challenges.
- Compile, monitor, assess, and report monthly on data collection including but not limited to Intake surveys, pre/post assessments and Follow-up Surveys.
- Work with the Data Specialist, Training Program Manager, C4K partners, funders, and evaluators to develop and monitor data collection and tracking instruments for collecting, maintaining, analyzing, and reporting program requirements and outcomes.
- Provide quality assurance by gathering, analyzing and interpreting data from training pre/post tests and evaluations. Conduct training feedback surveys as needed.
- Work with the CAP Center Evaluation Manager on Child Death Review Team infant sleep related death data and Abusive Head Trauma data analyzing demographics, risk factors, and neighborhoods.
- Track contract milestones as they relate to training and ensure compliance with grant requirements.

- Draft and submit progress and quarterly reports to the Training Program Manager and Chief Program Officer for First 5 Sacramento, Sacramento County CPS, and other funders for review and submission in a timely manner.
- Analyze and present on program outcomes, data trends, and best practice program models, as needed.

4 (5%) Coordination and Collaboration

- Collaborate with Training Team for researching and developing training materials such as leader's guides, participant manuals, handouts/visual aids and other training tools.
- Coordinate and collaborate with the CAP Center training team to assess trainings, provide information on SSB and SBSP trainings and develop plans to improve the content and quality of CAP Center trainings.
- Deliver Mandated Child Abuse Reporter Training as needed.
- Work collaboratively and positively with other CAP Center teams, including but not limited to: AmeriCorps programs, other CAP Center trainers, Birth & Beyond, and Strategies 2.0 providing support as needed.
- Develop and maintain positive working relationships with child abuse prevention and family support/strengthening agencies statewide and locally.

5. (5%) Other Duties

- Acquire and enhance knowledge of child abuse and injury prevention including, but not limited to, statistics and trends through reading, research, conferences and participation on committees, as appropriate.
- Attend and participate in on-site and off-site meetings and committees as necessary.
- Attend CAP Center meetings.
- Perform other job duties as assigned.

Minimum Qualifications:

Education and Experience

- Bachelor's degree required.
- Must have experience engaging the African-American community.
- 2-3 years of coordination and administrative support required.
- 2-3 years of experience providing training required.
- 2-3 year of experience with collaborations and project management.
- One year of experience working with parents and children ages zero to five is preferred.
- Experience collecting, analyzing, and reporting data is preferred.

General Knowledge

- Must have understanding of outreach and education.

- Knowledge about local community resources and community engagement.
- Must be able to read, write, speak and understand the English language.
- Must have excellent writing, editing, and proofreading skills.
- Intermediate knowledge of MS Word, MS Excel and Outlook.
- Knowledge of MS PowerPoint and MS Access is preferred.
- Ability to operate office equipment such as fax machine, postage meter, copy machine, etc.
- Basic mathematics including addition, subtraction, division and multiplication.
- Ability to develop and maintain record keeping systems and procedures.
- Ability to maintain a professional and confidential work environment.

Organizational Ability

- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Excellent organizational skills and ability to manage multiple tasks in an efficient manner.
- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to be a self-starter.

Communication and Relationship Skills

- Ability to work with and engage the African American community.
- Ability to work with individuals and team with diverse economic, social, educational and cultural backgrounds.
- Excellent verbal and written communication skills.
- Ability to establish and maintain good working relationships, both internally and externally.
- Ability to perform within a team.
- Able to deal with highly emotionally people in a professional and courteous manner.
- Ability to effectively coordinate and facilitate meetings and trainings.

Analytical Skills

- Excellent problem identification and resolution skills.
- Ability to deal with complex situations and to collaborate effectively with personnel in order to provide timely and effective problem resolutions.
- Ability to develop, plan, and implement short-, mid- and long-range goals.

Other Qualifications

- Must be able to lift/carry 25 pound.
- Must be available to work a flexible schedule, which may include day, evening, night, or weekend hours.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.

- Must be able to travel between sites and to offsite events as needed, including some overnight travel.
- Must pass a National Service Criminal History check consisting of: DOJ and FBI checks as well as a search of the National Sex Offender Public Registry Website (NSOPW).

Approvals:

Training Program Manager _____ Date _____

Chief Program Officer _____ Date _____

Human Resources/
Operations Manager _____ Date _____

President and CEO _____ Date _____