



Trauma and Resiliency Coordinator

Reports to: Early Intervention Program Officer

Program: Early Intervention Program (EI)

Employment Status and Work Schedule

Non-exempt, temporary position up to 40 hours per work week. Some evening and weekend hours may be required.

This position is fully grant funded for the period of February 1, 2021 through June 30, 2022.

Position Summary

Young Children from birth to age 5 are particularly vulnerable to the effects of toxic stress and trauma. When Adverse Childhood Experiences (ACEs) interferes with normal aspects of development a variety of detrimental health consequences can occur. First 5 Contra Costa's mission is to advocate for early childhood systems of care that support the health and well-being of young children and their families. First 5 Contra Costa (First 5) has received a grant from the Office of the California Surgeon General (CA-OSG) and the California Department of Health (DHS) ACEs Aware Initiative, which seeks to interrupt the harmful cumulative effects of ACEs and toxic stress.

In this newly awarded grant, First 5 Contra Costa will work with its partners, La Clinica and Contra Costa Crisis Center, to help address ACEs with new parents and babies, toddlers, and preschoolers (prenatal to age 5).

The Trauma and Resiliency Coordinator works in partnership with the Early Intervention Program Officer to coordinate key components of the ACEs Aware grant ensuring smooth implementation of all grant activities, including close collaboration with partners.

Key grant activities include connecting Contra Costa Crisis Center with La Clinica's Electronic Health Records, and enhancing trauma-informed practices at La Clinica.

Candidates should possess cultural humility, have experience working with diverse community groups, and be committed to improving community health through equitable systemic structural and policy change.

About First 5 Contra Costa

First 5 Contra Costa helps young children grow up healthy and ready to learn during the most important time in their development. We have nearly 20 years of experience funding innovative programs and advocating for policies that produce better futures for our children. Since our inception, First 5 Contra Costa has invested more than \$140 million in Prop. 10 revenues to programs and services that help Contra Costa's children get the best start in life.

Vision: Contra Costa's young children will be healthy, ready to learn, and supported in safe, nurturing families and communities.



Mission: To foster the optimal development of our children, prenatal through 5 years of age.

Core Values: Our everyday work is grounded in our commitment to diversity & inclusion, equity, cultural humility, and community partnerships.

Learn more at www.first5coco.org.

Standard Functions and Responsibilities

- Work collaboratively and communicate effectively with grant partners and Program Officer
- Execute work plan tasks and activities to ensure completion of agreed upon project deliverables
- Create timelines and calendar of activities
- Write and coordinate information for reports as required
- Ensure deliverables of the contract are met
- Represent First 5's interest when working with project partners
- Organize and implement grant activities of which First 5 is the lead
- Communicate and provide coordination support to grant partners
- Attend grant and partnership meeting
- Develop and maintain relationships with existing and new partners

Minimum Education and Experience Requirements

- A Bachelor's degree, in public health, public policy, social work or a closely related field, and three to five year's relevant work experience with progressive responsibilities. A Master's degree is preferred.
- Demonstrated experience in program management
- Experience in programmatic analysis and report preparation
- Experience supporting grants efforts including tracking and managing deliverables, invoicing, and report writing
- Skill in working across departments and systems
- Strong organizational and time management skills with ability to prioritize effectively
- Attention to details and excellent follow through
- Ability to anticipate upcoming needs and potential problems, approach them with a problem-solving mindset and communicate them to supervisor.
- Excellent computer skills in MS Office applications – Word, Excel, PowerPoint, Outlook
- Strong verbal and written communication skills
- Self-directed and action oriented, see what needs to be done and responds
- Works well with others and is a strong collaborator
- Ability to work with a diverse group of stakeholders
- Ability to work independently and as part of a team with diverse populations and groups
- Good sense of humor
- Strong facilitation skills
- Strong interpersonal skills
- Valid California driver's license and automobile insurance



Preferred, not required

- Experience working with health providers and community based organizations
- Knowledge of Contra Costa County
- Knowledge of best practices in family centered care
- Knowledge of Trauma Informed Care

This job description describes the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties and expectations required of the position. Duties, responsibilities and activities may change.

Salary and Benefits

The rate is \$36.00 per hour. This position is not benefited, and is eligible to accrue monthly vacation and sick leave.

How to Apply:

Please submit your resume and include a brief letter of introduction that summarizes why you are ideally suited to this position to hr@first5coco.org.

Incomplete submissions will not be considered. The position will remain open until filled.

First 5 Contra Costa is an Equal Opportunity Employer