



Job Description: Nevada ECCS Manager II
Department: Supporting Early Education & Development
Level: 5
Updated: 8/2022

Definition

The Nevada Early Childhood Comprehensive Systems (ECCS) Manager II will be responsible to support and assist with coordinating implementation of the HRSA ECCS Health Integration Prenatal-to-Three grant. The full-time position must work collaboratively with state agency leads and community partners to improve Nevada's ECCS. This position is a full-time position accountable to the ECCS Director.

Supervision Exercised

Parent Leadership Coordinator, Community Health Worker Project Manager

Duties

- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas
- Read, understand, and apply all agency and department policy and procedures set forth in the Agency Handbook and SEED Department Manual
- Provide leadership, oversight and partner guidance to implement ECCS and activities to include budgeting, resource development, and required ECCS-specific TA and peer sharing under the supervision and direction of the ECCS Director
- Represent The Children's Cabinet with state decision makers, partner agencies, and media
- Identify, collect and analyze data and research to present to varying stakeholder groups (funder, elected officials, agency leads, families and providers)
- Support the effort to conduct a statewide program and fiscal asset and gap analysis of the current maternal and early childhood systems of care
- Provide support to the Nevada Early Childhood Advisory Council (NECAC) to ensure the plans are grounded in a shared vision for systems and services that promote early development health and family well-being
- Support the development and expansion of the Nevada Early Childhood Community Health Worker Program, including development of policies and procedures to sustain, grow and replicate the program
- Ensure the goals and objectives of the CCDP Strategic Plan, Pritzker Prenatal to Three grant, and related efforts are aligned with the ECCS initiative and that the goals and strategies identified address early developmental, family, and maternal health disparities, specifically the prenatal to age three population
- Assist in planning for the expansion of programs, partnerships and or collaborations, and funding necessary to improve Nevada's ECCS
- Ensure all required partners of the grant are actively engaged
- Collaborate with state and local partners to prioritize scale-able strategies

- Identify policy barriers and needed improvements throughout project implementation
 - Work with community partners to support meaningful and equitable engagement of and partnership with families and community representatives in state-level decision making
 - Participate in the development and implementation of a comprehensive early childhood system leadership development program
-

Entry Level Qualifications

Knowledge of/Experience

- Experience in a leadership role, inclusive of staff management and some degree of strategic planning and fund development aligned with accelerating organizational performance, impact, effectiveness and growth
- Knowledge of and experience working in Nevada's maternal and child health and/or early childhood systems with a desire to understand and lead efforts to improve the cross sector coordination and alignment
- Experience in and/or knowledge of Nevada politics, public policy, and advocacy strategies
- Demonstrated commitment to diversity, equity and inclusion including the ability to effectively engage and support meaningful participation from impact populations
- Program management, including outcome measurement, tracking and reporting
- Strong, concise written and verbal communication skills a must
- Strong understanding of community needs and consensus building ability

Ability to

- Develop partnerships that effectively advance the state-level strategic agenda
 - Provide guidance and support to programs staff and community partners in conjunction with strategic goals
 - Identify, collect and analyze data and research to present to varying stakeholder groups (funders, elected officials, agency leads, families and providers)
-

Special Requirements

- Master's degree in related field and/or comparable experience in non-profit/for profit business administration, and human service delivery to diverse groups of people
- At least 5-years of experience working in maternal and child health, early childhood development and/or related field, with at least 3-years of management or leadership experience

License or Certification

- Must possess a valid Nevada Driver's License, and have current insurance if using a personal vehicle for company work
- Requires occasional weekend and evening hours
- Requires travel in state and out of state for training, meetings and conferences
- Must have reliable transportation to get to and from work
- Able to pass complete background check

Benefits

- Eligible to receive Cabinet benefits for full-time staff.

The Children's Cabinet is an equal opportunity employer and encourages persons to apply regardless of their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, veteran status, age, political affiliation or beliefs, or other protected status. It is the policy of The Children's Cabinet, Inc. that all employees are employed at will of both the employee and The Children's Cabinet.