



**Public Health**  
Prevent. Promote. Protect.  
Macon County  
Health Department

# Macon County Health Department

## Job Opening

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- Job Title:** Part-Time Maternal Infant Early Childhood Home Visiting (MIECHV) Coordinated Intake Worker
- Division:** Women, Infants, and Children/Family Case Management
- Minimum Qualifications:** Minimum of Bachelor's Degree in the field of Early Childhood, Social Work, Health or Mental Health, or related field. Proficiency with data management systems: phone, computer, Microsoft Programs, email, filing system, etc. Proficiency with social media preferred. This position will support other areas of the program and maintain appropriate records and data. Must be able to function effectively as a member of a professional team and relate to other professionals and community members. Experience in case-management of at-risk families preferred. Must have excellent problem-solving skills and a collaborative style committed to the philosophy that parents are capable of being prime educators of their own children. Must have the ability to relate positively to children and adults. Must have a dependable vehicle for use during work hours, valid Illinois driver's license, and appropriate auto insurance. Must be physically able to get in and out of car many times per day in all types of weather and be able to adapt in a positive manner to various client living conditions (i.e. dirty, cramped). Must have the ability to work with diverse community groups. Must be able to carry, pull, and manage a minimum of 30 pounds of equipment. Must be able to work flexible hours to meet the needs of grant requirements.
- Summary of Job Duties:** Coordinates the direct services provided to families under the MIECHV grant in order to produce articulated results. Works with MIECHV Coordinated Intake Worker and MIECHV home visitors to use evidence-based home visitation as a strategy to (1) strengthen and improve the programs and activities; (2) to improve coordination of services for at-risk communities; and (3) to identify and provide comprehensive services to improve outcomes for families who reside in Macon County. Maintains liaisons with other MIECHV home visitors, partner agencies, and other service agencies serving at-risk families, educators, and school staff. Coordinates successful completion of recruitment, screenings/assessments, and referrals of eligible children and their families. Manages the transition process for the family. Refers positive screens to the most appropriate home visiting provider. Completes face-to-face assessments of home-based families. Attends community events; participates in associations and networks; and attends professional development classes, training programs, workshops, and/or conferences as needed.
- How to Apply:** Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, [www.maconcountyhealth.org](http://www.maconcountyhealth.org) to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to [hr@maconcountyhealth.org](mailto:hr@maconcountyhealth.org).

*The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.*