



Employment Opportunity

Job Title: Pediatric Program Coordinator
Job Type: Full-time Employee (exempt)
Reports to: Executive Director
Location: 7801 N Lamar Blvd F-34, Austin, TX 78752
Hours: 8:00-5:00pm
Salary: \$50k
Website: www.halfhelen.org

Job Description

At half Helen (hH), we exist to help children and adults see the world clearly. hH is searching for a Pediatric Program Coordinator with a big heart to join our small, but growing not-for-profit organization and lead our pediatric eye care program. The ideal candidate is energetic and flexible with experience working in a school setting and motivating teams to achieve goals.

Responsibilities:

- Lead the three phases of half Helen's Pediatric Eye Care Program:
 - School-based vision screenings
 - Provision of eye exams
 - Dispense glasses during "Glasses Day"
- Recruit, hire and supervise a team of five certified screeners
- Ensure the screening team's compliance with DSHS vision and hearing certification training
- Maintain and enrich the partner and prospective partner experience to ensure they are fully aware of program requirements and priorities.
- Develop and maintain knowledge of current partners and effectively communicate expectations for our three phases of care.

- Coordinate and manage logistics for implementing programmatic activities including collecting and uploading school rosters to swift Screen, collecting parental consent, and distributing exam reports to parents/schools.
- Disseminate and collect program satisfaction surveys (patients and schools)
- Track, schedule, and dispense prescription glasses.
- Communicate and coordinate schedules with the Mobile Clinic Coordinator
- Promote half Helen's Pediatric Care Program to parents such as making presentations during PTA meetings.

Characteristics, Skills, and Abilities:

- Live out our values: dignity, excellence, ingenuity, and impact
- Enthusiastic about serving children and their families and striving to develop positive relationships with our school partners
- Thrive in an fast-paced environment and are comfortable with ambiguity and last minute change
- Accountable for effective outcomes and results
- Proficiency in Microsoft Office Suite and Google Drive
- Strong attention to detail and accuracy
- Comfortable with multitasking
- 1-2 years of experience working with school administrators
- 1-2 years of experience supervising people
- Daily travel required to different, predetermined locations

Benefits:

- Competitive pay
- \$500 monthly allowance for health benefits
- Scrubs (staff uniform) and PPE provided by hH
- 10 days paid time off (PTO)

To apply: please email your resume to Chelsea Elliott at chelsea@halfhelen.org