
Request for Qualifications (RFQ) Healthy Kids Steering Committee Coordinator

FIRST 5 Santa Cruz County (FIRST 5) is seeking applications for the part-time contract position of Healthy Kids Steering Committee Coordinator.

If the Commission determines that no applicant meets the requirements of this RFQ, the Commission, at its sole discretion, reserves the right to reject all applications.

Timeline

RFQ Released	November 6, 2014
Submissions Due to First 5 by 4:00 pm	November 14, 2014
Review of Submissions	by November 18, 2014
Contractor Interviews (if needed)	by November 21, 2014
Contract Start Date	December 1, 2014

All dates of the Application review process are subject to change.

First 5 Santa Cruz County
PO Box 1457, Capitola, CA 95010
Telephone: (831) 465-2217

Healthy Kids Steering Committee Coordinator FY 2014-2015 - Contract Position

Summary of Position:

FIRST 5 Santa Cruz County (FIRST 5) is seeking applications for the part-time contract position of Healthy Kids Steering Committee Coordinator.

The coordinator's primary function will be to staff the Healthy Kids Steering Committee, an Advisory body that oversees the Healthy Kids Health Plan and is committed to increasing access to health insurance for low-income Santa Cruz County children.

Background on FIRST 5

The purpose of the California Children and Families First Act of 1998 (Proposition 10), locally named First 5 Santa Cruz County, is to create and implement a comprehensive, integrated system of information and services to promote, support, and optimize early childhood development and school readiness. Under the Act, each county is charged with the development of a comprehensive strategic plan guiding services and supports for children from prenatal to age five (0-5) and their parents and caregivers.

For more information about FIRST 5 and its programs, please visit: www.first5scc.org

Background on Healthy Kids

The Healthy Kids Health Plan covers children ages 0-18 with family incomes up to 300% of the federal poverty level and who are ineligible for Medi-Cal or other publicly-subsidized health insurance. The Health Plan covers comprehensive medical, dental, vision, and mental health services, including in- and out-patient hospital visits.

For more information on the Healthy Kids Health Plan, please visit: www.schealthykids.org

Key Responsibilities

Healthy Kids Steering Committee (HKSC)

- Develop HKSC meeting agendas and related materials with HKSC Co-Chairs
- Schedule quarterly HKSC meetings
- Reserve HKSC meeting space
- Notify HKSC members of upcoming meeting dates and distribute meeting materials as appropriate
- Staff meetings including but not limited to: meeting room setup and taking and distributing meeting minutes

Other Duties

- Staff HKSC Fundraising Sub-committee
- Support additional HKSC ad-hoc subcommittees as warranted
- Support HKSC's continued exploration of long-term sustainability options for the Healthy Kids Healthy Plan as directed by HKSC co-chairs
- Other duties as mutually agreed upon

Minimum Qualifications

- B.A. degree from an accredited college or university with coursework in the fields of health care, health care policy, public administration, business administration or a related field
- 3+ years of work experience in a relevant field
- Must be able to professionally and positively interact with senior staff from various public and private entities as well as elected officials
- Ability to work a minimum of 5-10 hours per month from December 1, 2014 – June 30, 2015.
- Strong ability to work independently
- Strong interpersonal, problem-solving and communication skills
- Strong organizational skills and careful attention to detail
- Skillful in use of Microsoft Suite (i.e. Word and Excel)

Term and Compensation

This is a contracted position beginning December 1, 2014 through June 30, 2015.

Compensation

This is an independent contractor position. Contractor shall provide the services described above and shall be reimbursed on an hourly basis at a rate mutually agreed upon between First 5 Santa Cruz County and the selected contractor.

Work Environment

- Travel throughout Santa Cruz County
- Possession of a valid California driver's license, car insurance and a reliable means of transportation required

Submission Instructions

Applicants must submit the following:

- 1) Cover Letter that includes summary of relevant experience and desired hourly rate
- 2) Resume
- 3) 2 professional references

All documents must be submitted electronically via email to: bdana@first5scc.org by 4:00 p.m. on Friday, November 14, 2014. A written acknowledgement will be sent within one business day of receipt. It is the applicants' responsibility to ensure that applications submitted electronically are received by First 5 Santa Cruz County.

Notice

This position may be changed or cancelled at any time. Additional information and/or clarification may be requested from any or all applicants. All submittals and applications become the property of FIRST 5.