

Job Description

Safe Baby Court Coordinator

Job Title: Safe Baby Court Coordinator

Status: Grant Funded

Location: Hickman County, TN

Summary: The Safe Baby Court (SBC) Coordinator will work with the Safe Baby Court Team (SBCT) to support Safe Baby Court activities. The SBC Coordinator facilitates coordination and collaboration among community stakeholders on the SBCT, schedules SBCT meetings, tracks monthly follow up activities for each case monitored by the Safe Baby Court, and conducts follow-up activities related to SBCT goals. The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by the Coordinator. The Coordinator may be requested to perform job-related tasks other than those specifically presented in this description.

Essential Duties and Responsibilities

- Works with SBC to implement recommendations of SBCT
- Assesses community's needs for training/technical assistance to meet goals of SBCT
- Coordinates with community agencies to arrange local training and technical assistance activities
- Develops policies and procedures with SBCT to increase coordination and collaboration among participating agencies
- Works with the SBC and SBCT to implement the Zero to Three Model Core Components
- Distributes/disseminates materials developed by the project
- Implements local evaluation plan - collects and reports data
- Contributes to reports as requested

Skills and Experience

- Knowledge of local community early childhood services including: early care and education, health, mental health, child welfare, early intervention
 - Ability to work collaboratively with multidisciplinary teams
 - Knowledge of issues related to child abuse and neglect
 - Knowledge of juvenile and family service functioning
 - Capacity to work with people of diverse educational, professional, socioeconomic, and ethnic backgrounds
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- Background in infant/early childhood development or related field
- Experience with community collaboration
- Ability to collect and organize data using Microsoft Excel, or a database dashboard
- Ability to work effectively across agencies and disciplines
- Ability to work independently
- Minimum 5 years relevant work experience
- Hickman County resident preferred

Additional Preferred Skills & Experience

- Knowledge of infant/toddler social-emotional and brain development and impact of abuse and neglect
- Understanding of Adverse Childhood Experiences
- Experience working with juvenile and family court

Essential Qualities

- Encourages and practices critical thinking
- Recognizes the influence of workplace relationships on outcomes and results
- Maintains a respectful approach to others
- Awareness of the influence of the larger context on individual behavior
- Collaboratively and creatively supports the work efforts of colleagues at all levels and in all areas of the organization

Education

- Minimum undergraduate degree in child development, social work, or related field or legal experience
- Master's degree preferred or extensive legal experience

Mail resumes to Judge Amy Puckett at 104 College Avenue, Centerville, TN 37033

Deadline: December 15, 2025