



## Outreach Specialist & Perinatal Community Health Worker Multiple Locations - Georgia

**Classification:** Non-Exempt

**Reports to:** Perinatal Satellite Site Coordinator

**Wage:** \$15/Hourly (30 hours per week)

**Status:** Part-Time

**About HMHB:** Healthy Mothers, Healthy Babies Coalition of Georgia's mission is to improve maternal and child health through advocacy, education and access to vital resources. Our vision is that every mother and child in Georgia will have access to resources for a healthier life. Learn more about HMHB by visiting us online at: [www.hmhbga.org](http://www.hmhbga.org).

**HMHB is expanding our efforts to improve maternal and infant health throughout the State by establishing (3) Perinatal Satellite Offices in Wilcox, Randolph, and Jenkins Counties, Georgia.** Each brand new satellite office will require a dynamic candidate to help coordinate our efforts at the local level. HMHB will hire (3) Outreach Specialists, one in each county. This position performs the activities of providing community and individual support, referrals, and resources to HMHB Satellite program participants including, but not limited to:

### **Perinatal Education**

HMHB has developed an evidence-informed prenatal education program for women and families in Georgia. We provide a 2-hour, brief-intervention format workshop that highlights pertinent information to address Georgia's poor maternal and infant health outcomes.

### **MCH Outreach**

Maternal child health outreach in the primary county and surrounding counties will consist of attending community events to inform community members on services offered through the Satellite Office and appropriate referral to other relevant programs. Outreach methods will be used to enroll new program participants.

### **Perinatal Community Health Work**

HMHB serves the primary county and its contiguous counties via trained Perinatal Community Health Workers (PCHW). PCHWs provide perinatal education, home visiting, individualized support in developing a plan for healthy birth outcomes, goal setting, and assistance in navigating referrals.

### **Responsibilities**

- Attract and enroll program participants utilizing a variety of proven effective outreach methods
- Document and track all recruitment efforts, providing timely reports
- Input outreach efforts into database system in a timely fashion
- Systematically distribute program information throughout the community and to other community agencies
- Create opportunities to raise community awareness about HMHB programs
- Participate in community events and activities to recruit potential clients
- Maintain effective community relationships to support recruiting initiatives



- Coordinate client group meetings, prenatal & postpartum education workshops, and activities that may be outside of typical work hours
- Conduct intake with new program enrollees
- Utilize Perinatal Community Health Worker curriculum and conducts individualized support with pregnant and postpartum clients
- Provide education and materials to clients on maternal and infant health-related topics
- Develop rapport with clients, while maintaining appropriate boundaries
- Maintain accurate and updated files for all assigned cases
- Input client data into database system in a timely manner and generates reports
- Refer clients to appropriate health and/or social service agencies (e.g. WIC, family planning) and conducts follow up to track services received
- Provide coverage for Site Coordinator when necessary
- Assist Site Coordinator with other duties as assigned

### Requirements

- High school diploma or equivalent required
- Excellent verbal communication skills
- Experience conducting outreach or case management in a community, educational or medical setting
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Candidate must own a reliable vehicle (all mileage reimbursed per State rates)
- One year of work experience in a community setting
- Basic knowledge of Microsoft Office
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service
- Must be willing to complete the Perinatal Community Health Worker training (HMHB will cover the costs of all required training and certifications)
- Must be dedicated to improving maternal and infant health in Georgia
- Up to 80% local travel
- Some travel to Atlanta home office for meetings and trainings

### Preferred

- Familiarity with primary county and surrounding counties
- Knowledge of primary county community resources
- Specific knowledge of maternal and infant health is a plus

### Application Instructions:

Please follow these instructions **exactly**. Email your current resume and a cover letter expressing your interest in the position, addressed to Mica Whitfield, Director of Programs at [thecoalition@hmhbga.org](mailto:thecoalition@hmhbga.org). In the title of the email please indicate the name of the position and the County in which you are applying (Jenkins, Wilcox or Randolph). We request that all applications be submitted by June 28, 2019 for consideration. Please, no phone calls.



**Benefits:**

Part-time employees are eligible for enrollment a SIMPLE IRA retirement savings plan with employer match. Healthy Mothers, Healthy Babies Coalition of Georgia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.