



Perinatal Satellite Coordinator & Perinatal Community Health Worker (PCHW) Multiple Locations

Classification: Non-Exempt
Reports to: Regional Satellite Coordinator
Salary Range: \$32,000 to \$35,000
Status: Full-Time

About HMHB: Healthy Mothers, Healthy Babies Coalition of Georgia's mission is to improve maternal and infant 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.

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

Office Management & Oversight

Operating the Perinatal Satellite Office will require management of part-time staff, community requests, queries, and maintaining an adequate resource supply for participants.

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.

Breastfeeding Support

HMHB provides breastfeeding information and support via certified lactation counselors (CLC). This includes hosting group breastfeeding workshops, Baby Café's, and one-on-one education for women in the Wilcox County and its contiguous counties.

Perinatal Community Health Work

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

Baby Store Management

The Baby Store is a resource supply bank for critical maternal and baby item needs for moms with need. The store is stocked with diapers, wipes, clothing, and larger items including car seats and strollers. Staff members maintain inventory and track store items as distributed.



Building Perinatal Support Professionals

Training program launched in January of 2018 to support women toward becoming certified Childbirth Educators and Doulas. The program provides both scholarships for the training program and supplemental mentorship and professional development opportunities.

Responsibilities

- Manages Perinatal Satellite Office operation (ordering supplies, opens and closes office, handling correspondence and queries, coordinate office calendar and staff schedule)
- Supervise (1) Part-time outreach employee
- Conducts assessments and screenings (e.g. psychosocial assessment)
- Utilizes Perinatal Community Health Worker curriculum and conducts individualized support with pregnant and postpartum clients
- Provides education and materials to clients on maternal and infant health-related topics
- Develops rapport with clients, while maintaining appropriate boundaries
- Maintains accurate and updated files for all assigned cases
- Inputs client data into database system in a timely manner and generates reports
- Refers clients to appropriate health and/or social service agencies (e.g. WIC, family planning) and conducts follow up to track services received
- Attends monthly community meetings and reports on client support engagement and outreach
- Coordinates with County Nurse Manager (if applicable) on health-related issues for program participants
- Assists in the coordination of client group meetings, prenatal & postpartum education workshops, and activities that may be outside of typical work hours
- Coordinate periodic review of workshop curriculum and evaluation processes
- Recruit and select MCH workforce development program participants to increase number of trained perinatal support professionals with the region
- Provide ongoing support and assistance to the Cohort of participants to achieve their credential and begin their perinatal support role(s) within the community
- Match trained doulas with pregnant and postpartum women
- Participates in ongoing mandatory training to remain current on maternal, infant health issues
- Tracks inventory and maintains supply of items for Baby Store
- Performs other duties as assigned and necessary for successful program administration and delivery

Requirements

- Bachelor's degree or Associate's Degree with equivalent with at least three (3) years of case management work experience in a community, educational or medical environment
- Bachelor's degree in nursing, public health, social work, or social/human services
- Candidate must own a reliable vehicle (all mileage reimbursed per State rates)
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Certified Lactation Counselor (CLC) - or willing to obtain within 6 months of hire date (HMHB will pay for all required training and certification)
- Must be willing to complete the Perinatal Community Health Worker training (HMHB will cover the costs of all required training and certifications)



- Excellent written and verbal communication skills
- Basic knowledge of Microsoft Office
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Candidate must own a reliable vehicle (all mileage reimbursed per State rates)
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service
- Must be dedicated to improving maternal and infant health in Georgia
- Up to 60% 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
- Experience in supervising staff is a plus

Application Instructions:

Please follow these instructions **exactly**. Please 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. 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:

Full-time employees are eligible for enrollment in employer-sponsored (80%) health, dental and vision as well as 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.