



PERINATAL HEALTH OUTREACH COORDINATOR

FIRST 5 ALAMEDA COUNTY

First 5 Alameda County (F5AC)'s vision is that every child in Alameda County will have optimal health, development and well-being to reach his or her greatest potential. Our primary goals are to ensure that children are ready for kindergarten-third grade success and are free from abuse and neglect. Please see our website: www.first5alameda.org for our Strategic Plan and reports on the impact of our work.

DEFINITION

Identifies, outreaches to, and links high risk pregnant and/or new mothers with prenatal and/or postpartum home visiting programs in Alameda County, and provides referrals to a variety of support services available to assist families. The Perinatal Health Outreach Coordinator (PHOC) works out of both the First 5 Alameda County office and is stationed at one of several Alameda County hospitals where babies are born.

This full-time, non-exempt position reports to the Perinatal Program Services Manager, and is classified in the Family Service Specialist I level.

DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Nonessential functions are designated NE. Other duties may be assigned.

- Identify families in need of services, determine which prenatal and postpartum home visiting program(s) to offer, establish connections with parents and their extended family and/or support network, and present the programs to eligible families.
- Obtain parent consent to participate in program, explain parents' rights regarding confidentiality, and complete enrollment information, meeting monthly and annual targets for program enrollments.
- Abstract prenatal, birth and postnatal data from the Electronic Health Records and/or paper charts, collect additional pertinent information about families through consultation and collaboration with nurses, physicians, social workers, and other hospital staff.
- Enter enrollment information into ECChange and transmit information electronically to public health nurses and/or other family support services programs.
- Offer, complete and fax to Social Services the Newborn Referral Form for mothers with Medi-Cal to ensure insurance coverage for newborn; provide follow-up as needed.
- Prioritize and offer other Alameda County community resources that best meet the needs of families.
- Coordinate and collaborate with Visiting Nurses Association and other community-based programs to ensure families have access to all needed resources and services and avoid duplication of services.
- Establish and maintain effective, positive working relationships with staff in the hospital and outside agencies.

- May assist mother with breastfeeding questions, concerns and difficulties as well as facilitate breastfeeding support (NE).
- Document all program work and maintain monthly outreach statistics.
- Participate in relevant First 5 and home visiting partner meetings as assigned (NE).

MINIMUM QUALIFICATIONS

Education

AA Degree in Social Work, Psychology, Health Sciences or other related field

And

Experience

Three year's experience working with families in a social service, public health, or human service-related field; some perinatal experience strongly preferred. Hospital, case management or medical program experience, and experience with data abstraction and collection preferred.

Or

An equivalent combination of education and experience

Other

- Ability to speak Spanish, Cantonese or Mandarin strongly preferred, and may be required for some positions
- Negative TB test (pre-employment)
- Must have a valid California driver's license, personal automobile insurance, access to own transportation, and ability to travel within Alameda County as necessary to carry out job duties

KNOWLEDGE AND ABILITIES

Knowledge of:

- Awareness of the challenges that low-income and underrepresented families face
- Ethnically and culturally diverse communities, particularly those in Alameda County
- An understanding of the birthing, postpartum and newborn experience
- Perinatal medical terminology and breastfeeding knowledge strongly preferred
- Knowledge of and enthusiasm for the potential of home visits to help families achieve optimal health and social outcomes
- Local Alameda County community resources available to families
- Outreach, patient interviewing, and counseling skills and techniques
- Strategies for effective problem solving and identification of systems issues
- Computer proficient with strong data entry and typing skills; experience using common business software (MS Office) and the internet for research

Ability to:

- Work effectively with and outreach to ethnically and culturally diverse families, engage families in person and over the phone
- Promote basic principles of health promotion, disease prevention and preventative health care with an understanding and acceptance of differences in attitudes toward health care and services
- Gain confidence of and obtain personal and confidential data from clients across ethnic and cultural lines, work with and safeguard confidential information
- Operate effectively and work collaboratively as part of a multidisciplinary team
- Establish and maintain professional and effective working relationships with those contacted in the course of work, work effectively within a hospital setting and culture
- Read and abstract medical records and charts in electronic and paper format
- Manage multiple priorities, plan and organize work independently
- Communicate and present information effectively, orally and in writing
- Exercise judgment within generally defined practices and procedures to select appropriate strategies and make effective decisions
- Organize and prioritize work independently, multi-task, and work well under deadline pressure in a fast-paced organization
- Think proactively, anticipate problems, analyze situations, consider alternatives and develop effective solutions
- Maintain accurate electronic and paper records and files, pay close attention to detail
- Meet attendance requirements of the position, be punctual and timely in meeting all requirements for work performance
- Adapt, with minimal or no advance notice, to changes in agency operations and work assignments or procedures

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility to work in a hospital and standard office environment; mobility and manual dexterity to use standard office equipment and handle documents; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone
- Lift and carry 8-10 pounds on a daily basis, occasionally lift and carry up to 30 pounds
- Walk, stand and move about hospital for 5-6 hours per day
- Frequently type and/or enter data while sitting for approximately 2-3 hours per day
- The work environment is a hospital or normal office setting. The noise level is usually moderate.

SALARY

Range \$48,315 - \$65,368, plus excellent benefits

HOW TO APPLY

Please send a cover letter and your resume to humanresources@first5alameda.org or mail to: Human Resources, First 5 Alameda County, 1115 Atlantic Avenue, Alameda, CA 94501

APPLICATION PERIOD

Applications must be received by 5:00 pm on Friday, October 30, 2015

Equal Opportunity Employment

First 5 Alameda County is an equal opportunity employer. Women, ethnic and racial minorities and persons with disabilities are encouraged to apply.

It is the policy of First 5 Alameda County to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race, religion (including religious dress or grooming), sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or expression, genetic information, medical condition, military or veteran status, exercise of rights under the Pregnancy Disability Leave Law or the California Family Rights Act, or any other basis protected by applicable law. This policy shall apply to all employees and applicants for employment, and extends to all phases of employment, including recruitment, hiring, training, promotion, discharge or layoff, rehiring, compensation, and benefits.