

Job Announcement



Position Title: Comprehensive Perinatal Health Worker (CPHW)

Supervises: None

Reports To: CPSP Manager/CMO

Written by: Human Resources Department

Department: Clinic

FLSA: Non-Exempt

Effective Date: 03/2020

Approved by: CEO

Mission Statement: It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

General Summary: *To provide comprehensive service to prenatal and postpartum patients*

Essential Duties: (**Essential Functions*)

- Assists in overseeing government-funded programs as it applies to Medi-Cal Managed Care, Healthy Families, and CPSP
- Assists patients with information gather which may include field support, home visits, and face contracts to ensure enrollment in government programs
- Maintains close working relationships with case managers, social services, and admitting staff, to successfully coordinate available services
- Managed patient caseloads throughout pregnancy and post-partum
- Collaborate with other team members to address patient needs and concerns, and encourage attendance at all appointments with a focus optimizing health outcomes.
- Deliver SCFHC's Comprehensive Perinatal Service Program (CPSP) by delivering health education, providing case coordination, completing comprehensive assessments, coordinating support service and monitoring nutrition, education and psychosocial interventions and referrals.
- Provide tailored health education to patients on a wide variety of topics that will lead to healthy pregnancy outcomes such as healthy eating, genetic testing, and family planning
- Manage assigned patients, closely monitoring attendance at appointments, status of referrals, identifying and addressing barriers to care, and providing support and resources as needed
- Manage activity of Individual Care Plan (ICP), assessing the effectiveness of interventions during each trimester and modifying as patient conditions change
- Conduct prenatal orientation (intake) with patients, explaining procedures, answering questions, ordering labs, collecting medical/genetic history, reviewing pregnancy plans and assigning OB Clinician
- Complete comprehensive health, nutrition and psychosocial assessment developing personalized ICP based on results and patient needs
- Promote the prenatal program to clinic staff and patients in a positive, patient-centered and caring way
- Proactively identify solutions to improve patient satisfaction, workflow and ways to achieve productivity goals
- Refer clients to appropriate perinatal support services including nutritionist, social worker, childbirth educator, lactation consultant, WIC and dental
- Coordinate referrals to imaging testing, specialists and delivering hospital including hospital pre-registration and hospital tour
- Counsel patient for eligibility programs including Presumptive Eligibility, pregnancy Medi-Cal and Prenatal Cash Program
- Collect specimen for pregnancy testing and generate Verification of Pregnancy
- Follow established CPSP protocols and SCFHC guidelines
- Document accurately in electronic health record and tracking logs
- Meet or exceed established productivity standards and other metrics
- In collaboration with CPSP team members develops and initiates new programs and services, which target the needs of Women's health

- Involves with research and studies, which highlights the continuous development of quality of the quality of delivery of services throughout the health centers and the community
- Assists with compiling data for reports/grants
- Responsible for reviewing the statistics and encounters for patients
- Coordinate the scheduling of all patients for the Perinatal & Health Educational Counselor Family Health Center
- Liaison between Medi-Cal eligibility workers & patients to facilitate qualifying process
- Attendance and punctuality essential in order to provide quality of care to patients, face-to-face interaction with patients, and to work with provided healthcare equipment collected at clinics

Job Specifications: *(Knowledge, skills, abilities and experience normally required for competent performance)*

Education and Knowledge

- Bachelor's degree in Health Education, Health Sciences, Human Development, Public health, Social work, or a related field.
- CPR Certification (BLS Child, Infant, Adult)

Experience

- Medical Assistant Certificate
- Minimum of three years' maternal and child health experience, including direct patient services
- Comprehensive Perinatal Services Program Provider Overview Online Training
- Review the most current CPSP provider handbook, steps to take manual and the office CPSP protocols
- Certified Family Planning Health Worker training

Licensure and Certifications

- CPSP Certified
- CPHW Training and Certificate
- CPR Certified

TO APPLY: Send cover letter & resume to Human Resources at hr@scfhc.org or fax to (323) 432-4877

Deadline: Open until filled