

## **JOB DESCRIPTION**

**JOB TITLE: CPSP Coordinator**

**SUPERVISED BY: Director of Women's Health**

**STATUS: Full-Time, Non-exempt**

**Via Care Community Health Center**

### **DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Director of Women's Health, the Comprehensive Prenatal Services Program (CPSP) Coordinator will assist in the Case management of prenatal patients. This position will include family planning client orientation, to comprehensive prenatal services initial assessment, trimester assessment, post-partum assessment, interventions, referrals, and follow up services in Obstetrics, Nutrition, Health Education, Individual Case Coordination, Linkages with Women, Medical referrals, Infants and Children Supplement Nutrition Program (WIC), family planning and pediatric care.

### **REQUIREMENTS**

1. Responsible for implementation and integration of CPSP Program including nutrition, psychosocial, and health education assessments, interventions, and perinatal education with basic obstetrical care.
2. Responsible for ensuring the integrity and quality of the health services delivered in Comprehensive Prenatal Services and compliance with Federal, State, and L.A. County Standards and individual site policies, procedures, and protocols.
3. Represents the clinic in all matters dealing with the delivery of these services and works closely with the Clinic Administrator and consultants as well as with the medical providers to develop and implement the goals and objectives of the CPSP programs and services represented.
4. Responsible for providing assessment, documentation, and program eligibility for the CPSP program
5. Establishes and maintains open lines of communication with the Los Angeles County Department of Public Health - Comprehensive Prenatal Services Program.
6. Ensures CPSP programs services are provided.
7. Directs the maintenance of program logs and statistics for internal and external review and reporting.
8. Follow-ups and documentation of post-partum delivery and lactation education.
9. Assures VCCHC representation at designated meetings.
10. Participates in Continuous Quality Improvement plans for site and program.
11. Other tasks as assigned.

**QUALIFICATIONS**

- Knowledge of women's health prevention, OB/GYN family practice programs, CPSP, Family PACT, and CHDP programs. Knowledge of budget and grant management and program evaluation methods.
- High School diploma and CPHW Certification
- Ability to be a team player; support and assist team members;
- Ability to relate and communicate well to all cultural and ethnic groups in the community; Bilingual preferred.

**SPECIAL REQUIREMENTS**

- Must have a reliable automobile for use on the job (mileage to be reimbursed);
- Subject to a criminal background check prior to employment;
- Valid California Driver License and automobile insurance coverage;
- TB clearance, annual Influenza vaccine, and Covid vaccine to be renewed every year.