

***Connecting care with a culture of comprehensive wellness***

**Job Description**

**Job Title:** Healthy Start Program Coordinator

**Department:** Community Wellness

**Reports To:** Director of Community Wellness

**Employment Category:** Full Time, Regular

**FLSA Status:**  Exempt or  Non-Exempt

**Position Summary:** Provide care coordination and health education services for the Healthy Start/Family Spirit program, which serves families during pregnancy, postpartum, and early childhood (0-5), with a focus on the local urban Native American population and other underserved populations. The program coordinator will maintain a caseload of home visiting clients along with their administrative duties, including but not limited to supervision of the multidisciplinary Healthy Start team, maintaining client records, completing required reporting, and grant management. This role requires working closely with the Maternal Child Nurse, Community Health Worker, and/or any other staff in the Healthy Start/Family Spirit program.

**Essential Duties and Responsibilities:**

- Provides services and informs the community about maternal and child health, family advocacy and social services. As needed, coordinates psychosocial support, problem-solving assistance and facilitation of referrals for beneficiaries with risks in the mental health, alcohol abuse, substance abuse, or domestic violence domains. Also includes assisting and beneficiary with basic needs.
- Conducts home visits, referrals and follow up to pregnant women and other enrolled participants.
- Performs psychosocial, physical and nutritional screening and client counseling regarding health promotion/risk reduction activities, using a supportive approach based on Motivational interviewing principles.
- Implements plan of care in conjunction with other agency and community health personnel, evaluates and refers high-risk mothers as needed. Assesses client needs regularly and monitors progress.
- Provide supervision and staff support to respective HS team members. Coordinate monthly team meetings and planning meetings as needed.
- Arranges and/or provides transportation to appointments, as needed
- Process timesheets, approve leave requests, for those directly supervised.
- Conduct performance evaluations.
- Complete various grant applications, required reports in conjunction with the Director of Community Wellness.
- Assist with budgetary development, needs, and maintenance
- Plans and implements community education group events
- Work with internal and external programs and departments to provide referral services.
- Assists in planning, preparing, and staffing on and off-site community events such as health fairs, education and wellness conferences, community and cultural events and powwows.
- Attend agency, departmental, and local meetings, as required or requested.

**Other Duties and Responsibilities:**

- Establishes close working relationships with partner organizations and provides for cross referrals, family services and sharing of educational materials. Identifies at-risk/high-risk pregnant women and works with referral networks to enroll them in prenatal care programs.
- Engages with local stakeholders and referral sources through coalition participation, serving as Liaison between the Native American community and other service providers.

- Implements partnering and care coordination agreements with appropriate. Develops and maintains stakeholder and referral source email directory.
- Engages in outreach efforts including, but not limited to, meetings, presentations, direct mailing and email. Maintains documentation of outreach efforts through the use of logs and activity sheets.
- Attends case management, Healthy Start quarterly meetings, trainings and conferences as appropriate.
- Provides documentation of care as specified by sub-contractor(s), policies and procedures. Maintains records of all participant contacts and activities. Organizes case management forms, participant records/files, form logs sent in for data entry, etc. Complies and submits accurate monthly board reports and data reports on time. Maintains accurate, timely and confidential records. Conducts self in a professional and ethical manner.
- Performs other duties as assigned.

**Education/Experience:** Bachelor's degree in mental health or family counseling, health or human services, public health, social services, psychology, or related field required. Experience working with Native American families is preferred. Experience with providing MIHP services is preferred. Training, certification, and/or experience in early childhood or pregnancy health-fields such as lactation counselor, doula, childbirth educator or early childhood education preferred. Must be able to demonstrate requirements during the interview process.

**Additional Qualifications:**

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

**Other Requirements:** Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

**Work Environment/Physical Demands:** The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**

**Acknowledgement of Receipt**

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_

DATE: \_\_\_\_\_

*Revised: 6/29/22*