

Toledo-Lucas County Health Department
Division of Administrative Services

No. 23-26

POSITION POSTING

POSITION: Maternal Child Health Community Health Worker

SALARY: EE-11

HOUR: Full Time – 40 Hours Per Week

DIVISION: Childhood Wellness

SECTION:

PROGRAM: Maternal Child Health

JOB DESCRIPTION: See Attached – Position Description

Any interested employees please complete the form “Bidding for Vacant Position” by:
November 15, 2023

Date Posted: November 7, 2023



Shannon Jones, MBA, MPH
Interim Health Commissioner

cc: Wendy Davis, Director of Human Resources
Kendra Kec, Director of childhood Wellness
Tina Stokes, Director of Finance
David Welch, Chief of Staff

Position Description

POSITION INFORMATION

POSITION TITLE:	Maternal Child Health Community Health Worker				
UNION STATUS:	<input type="checkbox"/> AFSCME <input type="checkbox"/> ONA <input checked="" type="checkbox"/> NBU	UNION TITLE:	N/A		
FLSA STATUS:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	CIVIL SERVICE:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified		
DIVISIONAL UNIT:	Childhood Wellness		DEPARTMENT:	Maternal Child Health	
EMPLOYMENT:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	HOURS PER WEEK:	40	PAY LEVEL:	EE-11
WORK HOURS:	8:00 a.m. – 4:00 p.m.		WORK DAYS:	Monday - Friday	
REVISION DATE:	5-11-2023	ADDITIONAL INFO:	This is grant funded.		

POSITION SUMMARY

The purpose of this position is to assist with reducing infant mortality. This position is responsible for educating families, connecting them to resources, maintaining caseloads, and recruiting additional clients. This position may also work and interact with the community.

POSITION ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Enrolls women and their families into the Maternal Child Health program at various reproductive stages, including pre-conception, inter-conception, and prenatal. This includes connecting them to medical care, including prenatal care, and scheduling times to touch base with clients. This may include conducting home visits.
2. Conducts neighborhood outreach activities, including partnering with community members and neighborhood leaders, to target vulnerable, underserved populations eligible for the OEI and Healthy Start program. This may include canvassing a neighborhood.
3. Recruits new clients and participants in non-traditional settings in the community and these can include community-based organizations, health fairs, faith-based health events and tabling at community organizations.
4. Inputs client information, case notes, referrals, and resources into designated software systems.
5. Works with clients and their families throughout the program to reduce barriers to care and increase access to services.
6. Assess clients' needs and connects the client to community social and health services, both internal and external to TLCHD, and other services and items as required; assists in the completion of paperwork.
7. Communicates with client's health care providers and insurers as necessary to provide coordination of care.
8. Works with staff and external partners, such as the diaper bank, to get supplies and resources to clients.
9. Educates clients about maternal health and the importance of prenatal care; nutrition and vitamins; safety needs, such as car seat safety; risks of smoking, drugs and alcohol; signs of labor; stress and depression; and issues related to fatherhood.
10. Works with insurance and Medicaid Managed Care to ensure appropriate coverage for clients.
11. Communicates with clients and partners through phone, email, and in-person.

Position Description

12. Creates and maintains filing systems to organize and track client cases and associated information.
13. Assists staff with coordinating events and outreach activities.
14. Adheres to PHAB core competencies including, but not limited to: T1: 1.2.1, 1.2.2, 1.2.3, 1.3.3, 1.8.2, 1.8.4, 2.1.2, 2.2.5, 2.4.5, 3.1.4, 3.1.5, 3.2.1, 3.2.2, 3.3.3, 3.3.5, 3.4.2, and 4.1.4.
15. Participates in quality improvement efforts and achieving PHAB accreditation requirements. This position will be responsible for using quality improvement (QI) processes and/or techniques to improve the effectiveness of the assigned public health program.
16. Attends and participates in conferences, seminars, trainings, or related education classes as assigned.
17. Attends and participates in internal team meetings, CHW peer meetings, and other required meetings.

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D.
- Possession of a Community Health Worker Certification or ability to achieve a Community Health Worker Certification licensure issued by the State of Ohio Board of Nursing once directed by management
- Proficient oral and written communication skills.
- Ability to enter and sort data in MS Excel.
- An understanding of the issues that women from minority, disadvantaged, or underserved populations face when accessing health care.
- Ability to utilize electronic management software.
- Ability to work nights and/or weekends as needed.
- Must have and maintain throughout employment a valid driver's license, reliable transportation, and be insurable under the Lucas County Commissioners Risk Management.

ADA SPECIFICATIONS

This position is classified as Office -2 setting and performs a wide range of functions for the Toledo-Lucas County Health Department. Further information may be obtained from Human Resources.

DISCLAIMER

The essential duties and responsibilities defined within this position description are not an all-inclusive list, but a general summary of purpose and primary function of the position. An individual employed in this position may be asked or assigned to perform a wide-range of related tasks, within the scope of the position, department/division, union affiliation, etc. as deemed appropriate by management.

The Toledo-Lucas County Health Department is an equal opportunity employer.