



JOB DESCRIPTION

Position: Family Health Advocate

Date: 11/15/19

Reports to: Senior Project Manager, Health Education **Classification:** Full-time Non-exempt

Black Infant Health Program: The Black Infant Health (BIH) Programs was established in 1989 with the ultimate goal of improving African American infant and maternal health in California and decreasing Black health disparities for women and infants. To better meet the health-related needs of pregnant and postpartum African American women who are the target population for BIH, the program was developed to: (1) provide group intervention that encourages empowerment and social support in the context of a life course perspective; and (2) provide complementary and social service case management that links participants with any needed community and health related services. The goal of BIH is to deliver services in a culturally-relevant manner that respects participants' beliefs and cultural values while promoting overall health and wellness.

Position Summary:

The Family Health Advocate (FHA) is responsible for the provision of social service case management, development and implementation of a Life Plan for BIH participants that is on-going throughout the program. The FHA will manage, facilitate, and organize group intervention. The FHA will create a Professional Development Plan in conjunction with the Health Initiative Senior Project Manager and will conduct community outreach and various duties as assigned by the Child Abuse Prevention Center (CAPC).

Essential Duties and Responsibilities:

Assessment and Case Management

- Responsible for providing ongoing social service case management to each assigned BIH participant.
- Responsible for the development of a Life Plan that is on-going throughout the BIH intervention.
- Enter data related to case management and Life Planning in a timely and accurate manner.
- Complete subsequent client assessments, birth outcome form, and other program forms as required.
- Collect and enter data on assessments.
- Maintain confidentiality and adhere to HIPAA regulations.
- Assist in BIH orientation process.

Program Development

- Coordinate all aspects of groups/classes including scheduling, arranging child care, transportation, and materials.
- Attend Sacramento County Department of Public Health/Maternal Child Adolescent Health (MCAH) sponsored BIH training, as well as, subsequent BIH Advanced trainings.

- Coordinate and consult with group facilitators to ensure that case management goals are linked to group session goals.

Community Outreach

- Increase qualifying recruitment, participation and retention.
- Coordinate and provide outreach efforts to public officials, business, civic organizations, churches and community members to expand program services, support and referrals.
- Maintain awareness and familiarity with local community and social services for client referrals;

Program Collaboration

- Facilitate and participate in team meetings to further enhance the collaborative nature of the program.
- Coordinate with other sites to assure consistency across BIH group sessions.
- Plan and coordinate trainings by external speakers/presenters as necessary.

Internal and External Collaboration

- Attend and participate in external and internal CAP Center meetings and committees as needed.
- Attend and actively participate in partner meetings and committees by providing knowledge and expertise as necessary.
- Attend coalitions, conferences, and networking events to promote positive relationships with social service agencies and community-based organizations.
- Participate in the CAP Center's Health Initiatives and Program Team organizational activities, work groups, and other areas of shared work.
- Work collaboratively and maintain positive working relationships with Sacramento County MCAH and other collaborative partners to ensure the successful delivery of trainings and other grant deliverables.
- Work collaboratively and positively with other CAP Center teams, including but not limited to: AmeriCorps programs, CAP Center trainers, Strategies 2.0, and the Birth & Beyond program providing support as needed.
- Develop and maintain positive working relationships with child abuse prevention and family support/strengthening agencies statewide and locally.

Special Events and Other Duties

- Assist with special projects as needed, including but not limited to, the preparation of reports, meetings and the assembly of documents.
- Attend conferences and conduct outreach to promote the CAP Center programs.
- Provide support to agency-wide projects, as needed.
- Perform other duties as assigned.

Minimum Qualifications:

Education and Experience:

- Bachelor's Degree from an accredited college or university program in Social Work, Public Health, Nursing, Education, Health Education or health related or social science field required.
- One to three years of community work experience providing direct services to target population.
 - Knowledge of Health Education including breastfeeding, nutrition and physical activity preferred.
 - Experience facilitating and leading educational group sessions,
 - Experience working with African American women and their families.
 - Ability to establish and maintain appropriate boundaries with African American women and families.
 - Experience working with overburdened families, and for BIH, and experience sufficient to successfully perform the essential duties of the job.
 - Experience with developing and maintaining partnerships with public and private community and collaborative partners required.

Program Knowledge:

- Must have skills to assess participant needs.
- Knowledge of women's health, including pre-natal and postpartum health.
- Knowledge of resources, interpersonal communication skills, commitment to improving the health of African-American pregnant women.
- Knowledge of infant behavior and development.
- Knowledge of life course perspective.
- Knowledge of team, family and group dynamics.
- Knowledge of local community and social services.
- Excellent facilitation skills.

General Knowledge

- Must be able to read, write, speak and understand the English language.
- Must be proficient in Microsoft Word, MS Excel, Access, Outlook, PowerPoint, web navigation techniques, and database navigation.
- Ability to operate office equipment such as fax machine, postage meter, copy machine, etc.
- Basic mathematics including addition, subtraction, division and multiplication.
- Cultural competence and ability to operate in a culturally affirming manner.
- Ability to maintain a professional and confidential work environment.
- Excellent critical thinking and problem solving skills.
- Knowledge of family strengthening and parenting education.

Organizational Ability

- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Ability to develop and maintain record keeping systems and procedures.
- Excellent ability to manage multiple simultaneous tasks and competing deadlines in an efficient manner.
- Excellent organizational skills and ability to manage multiple tasks in an efficient manner.
- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to be a self-starter.

Communication and Relationship Skills

- Able to engage the African-American community.
- Excellent verbal and written communication skills.
- Ability to establish and maintain good working relationships, both internally and externally.
- Ability to perform in a team, including asking for and offering support when needed.
- Ability to work, and be culturally responsive with, individuals and teams of diverse economic, social, educational, and cultural backgrounds.
- Able to deal with highly emotionally people in a professional and courteous manner.
- Ability to work through highly emotionally meeting topics and confidential information with care and professionalism.
- Recognizes the need for self-care in effectively managing work duties.
- Ability to maintain a professional, confidential work environment.
- Ability to effectively coordinate and facilitate meetings and trainings.

Analytical Skills

- Excellent problem identification, coaching, mediation and resolution skills.
- Ability to work through complex situations and to collaborate effectively with personnel in order to provide timely and effective problem resolutions.
- Ability to set work priorities.
- Ability to adapt messaging to meet the needs of the target audience

Physical/ Psychiatric Requirements:

- ◆ Must be able to report to work on a regular and reliable basis.
- ◆ Ability to lift, carry, push and pull up to 30 pounds.
- ◆ Able to deal with stressful situations

Other Qualifications:

- Must be available to work a flexible schedule, which may include day, evening, night, or weekend shifts.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.
- Must be able to travel between sites and to offsite events as needed, including some overnight travel.

- Must pass a Criminal History check consisting of: DOJ and FBI checks as well as a search of the National Sex Offender Public Registry Website (NSOPW).

Please send cover letter, resume and salary requirements to:

The Child Abuse Prevention Center

Attn: Human Resources

4700 Roseville Road

North Highlands, CA 95660

E-mail: hr@thecapcenter.org