

eliminating racism empowering women

ywca job description

YWCA of Kalamazoo
353 E. Michigan Ave.
Kalamazoo, MI 49007

T: 269-345-5595
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hr@ywcakalamazoo.org
www.ywcakalamazoo.org

Position: WISH Educator and Outreach Specialist

Department: Maternal Child Health

Supervisor: Maternal Child Health, Director

Compensation Range: \$18.50

FLSA Status: Non-Exempt, Full-Time

Hours of Work: Non-traditional work hours as required to meet client needs for direct services as arranged with supervisor. **Occasional evening or weekend work.**

Application: Please send resume and cover letter to hr@ywcakalamazoo.org

MISSION STATEMENT:

Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

PRIMARY FUNCTION: Provide case management, health education, and supportive services for high risk, pregnant clients, infants, and families throughout Kalamazoo County. Act as a liaison between the YWCA, health systems, and other direct service providers for WISH home visitation clients. Implement the YWCA's mission to: Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

QUALIFICATIONS:

1. Bachelor's degree preferred in health, human services, or related field preferred.
2. ~~At least~~ Minimum two years as a professional level experience providing care coordination, preferably in maternal, infant, and/or child health.
3. Experience with community health, home visitation, and evidenced-based service delivery.
4. Demonstrated history of program implementation, maternal and child behavior and development, and health education.
5. ~~Familiarity with community engagement and knowledge of access of local community resources in Kalamazoo County.~~
6. Demonstrated ability to work well with people from various ages, backgrounds, life experiences, and communities.
7. Understanding of the complex, interrelated issues and concerns contributing to health disparities affecting people of color and Black infant mortality.
8. Strong computer skills in Microsoft Office Suite and experience with case management software (e.g. Apricot, ChallengerSoft).
9. Excellent written and verbal communication skills.
10. Attention to detail and strong organizational skills.
11. Strong interpersonal skills and ability to work collaboratively on an interprofessional team.
12. Demonstrated ability to work independently and under pressure.
13. Bilingual in Spanish or French "Lingala" preferred.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

1. Enroll, engage, and retain high-risk prenatal clients, postpartum clients, interconception clients, infants, and toddlers in WISH home visitation services.

2. Provide case management, conduct enrollment assessment, develop plan of care, make referrals, provide transportation coordination, and follow-up that reduces barriers to care and ensures continual access and engagement with Maternal Child Health services.
3. Provide clients with one-on-one education and information about family development, maternal and family health, preparing for an infant, and infant/child development.
4. Facilitate group education and health education community events as needed.
5. Maintain client records, collect program data, and submit reports as required.
6. Appropriately handles confidential information and adheres to HIPAA guidelines.
7. Work collaboratively with the WISH home visitation team to share cases, provide care coordination, and support the health and well-being of clients and their families.
8. Work collaboratively with clinical providers to assist clients in navigating the healthcare system, including but not limited to receiving early and adequate prenatal services, postpartum care, and well-child visits and enrolling in insurance.
9. Collaborate with other home visitation programs and direct service providers to engage the community and conduct ongoing outreach activities.
10. Participate in community coalitions that collaborate around maternal child health.
11. Comply with Association policy regarding required reporting of suspected child abuse.
12. As a YWCA employee, project a positive image of the Association and its programs to the community, the Association and the program.
13. Work cooperatively with program participants, YWCA staff and volunteers.
14. Perform other duties as assigned.

WORKING CONDITIONS AND ESSENTIAL FUNCTIONS:

1. Cornerstone and/or YWCA Main Building.
2. Requires the ability to travel to multiple off-site locations.
3. Potential outdoor events.
4. Sitting, standing, kneeling, bending, and some lifting.
5. The employee must occasionally lift and/or move more than 20 pounds.
6. Occasionally exposure to blood borne and airborne pathogens or infectious materials.
7. Specialized equipment, machines, or vehicles used: Computer, tablet.
8. Michigan’s driver’s license and reliable transportation are required.

TRAINING REQUIREMENTS:

1. Orientation to YWCA Personnel Policies, Mission, Purpose and One Imperative.
2. Racial Justice Training
3. Orientation to Home Visitation, Confidentiality, Mandatory Reporting.
4. Other appropriate training and in-service which will occur during employment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

ACKNOWLEDGEMENT

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

HR Signature: _____ **Date:** _____

Last Revised On: March 2022