



JOB DESCRIPTION

Title: Bilingual (English/Spanish) Perinatal Engagement Specialist – Temporary, part-time, 6 month position

Reports To: Wellness Services Program Manager

SUMMARY:

The Wellness Center at Homeless Prenatal Program is a dynamic and innovative cluster of programs aimed at improving health and family stability for pregnant women, new parents and children. Through community partnerships and rich onsite services, HPP's Wellness Center provides holistic and comprehensive services that support and promote parenting and child development.

This temporary, part-time, position will work to ensure that HPP pregnant clients, particularly those who are not receiving Case Management services, are fully oriented to HPP's Wellness Services, receive ongoing check-in's and follow up, and are supported with program referrals and scheduling assistance. This is a temporary, 6 month, 20 hour per week position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perinatal Engagement:

- Complete pregnancy "check-ins" with assigned clients every 30 days at minimum
 - Refer higher need clients to Case Management as appropriate
- Follow up with clients who have had their child but are not currently accessing HPP services.
 - Collect birth outcomes
 - Re-engage client with HPP & our services where possible
- Regular 3 and 6 month postpartum follow up calls and data collection
- Ongoing program referrals and appointment scheduling for HPP Wellness Services including:
 - Massage
 - Family planning
 - Belly casting
 - Prenatal photos
 - Doula program
 - Parent and parent/child groups
- Distribution of pregnancy/baby goods and Baby Boxes by appointment
- Support Senior CHW and collect birth info from clients and doula experience and doula program volunteers to organize matching, follow-up, and data collection for Spanish-speaking clients

Outreach

- Make outreach calls to outside pregnancy referrals as needed
 - Compass list
 - ZSFGH 5M referrals

Wellness Orientation

- Conduct Wellness Services orientation for all clients new to HPP or our Wellness Services

- Complete triage/engagement forms when necessary
- Schedule client appointments for HPP Wellness Services
- Refer clients to Case Management if appropriate
- General Wellness Team member responsibilities:
 - Collaborate with entire team to ensure effective and timely service delivery for clients.
 - Provide drop-in services including resources and referral to HPP clients as needed
 - Provide Spanish language support to clients as requested
 - Attend staff trainings, team meetings and individual supervision meetings as scheduled

Administrative

- Inputs all required data into the HPP Salesforce database (Henri) on a timely basis (24-48 hours).
- Keep accurate, up-to-date, confidential documentation of client contact and activity.
- Document program referrals, birth outcomes, etc.
- Client notes input into Henri within 24 hours of client contact.

QUALIFICATIONS:

- Spanish fluency required
- Completion of CHW Program preferred
- Knowledge of resources in San Francisco preferred
- Able to show flexibility and respond to the needs of families
- Compassionate, firm and consistent, in working with targeted population
- Able to communicate effectively in writing and verbally, in person and over the phone
- Experience with, and passion for, pregnancy and newborn care strongly preferred
- Basic computer skills and ability to learn quickly
- Able to work in a multi-cultural environment
- Appropriate professional and personal boundaries and high integrity
- Demonstrated ability to be on time and at work when scheduled

Physical Requirements: This position requires the ability to work under stress and handle multiple project deadlines. The position may require moderate lifting.

Work Environment: Fast-paced, multi-cultural, collaborative work environment

Hours: 20 hours/week

FLSA Status: Non- exempt

Apply: Interested candidates should send a cover letter and resume to jobs@homelessprenatal.org. Please reply with Bilingual Perinatal Engagement Specialist in the subject line. Applications must have the job title in the description and the requested documents to be accepted.