LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.
JOB DESCRIPTION

TITLE: **PERINATAL HEALTHCARE EDUCATOR**
DEPARTMENT: **HUMAN SERVICES**
SUPERVISOR: **HUMAN SERVICES DIRECTOR**
CLASSIFICATION: **FULL TIME NON-EXEMPT**

POSITION SUMMARY:
To promote physical and mental health, improved nutrition and pregnancy education information to women, children and families. A continuum of services is provided to the clients through health education, psychosocial counseling, case finding, follow up and the provision of support.

ESSENTIAL FUNCTIONS:
- Utilizes interview format to conduct prenatal and medical histories, and educational, psychosocial and nutritional assessments following established protocols. Intake of all new patients.
- Provides support and health information as indicated by the assessments as well as referrals to community agencies and resources
- Documents in the patient's medical chart and develops the care plan after the initial prenatal history with providers. Monitors patient's attendance to prenatal appointments, contacts patients to reschedule any missed appointments and documents in the patient's medical charts any contact made with patient.
- Is able to be resource to the patient for problems and questions. Assists the patient in problem solving.
- Assists in prenatal classes following established outline and documents classes in patient's medical chart.
- Schedules mother's six weeks and infant's newborn check appointments at the clinic.
- Conducts initial CPSP assessment through post-partum assessments at home or in the clinic within 10 days and up to 90 days, post-partum.
- Conducts post-partum CPSP assessment at home or in the clinic within 10 days.
- Provides basic lactation and breastfeeding information and support, to include the advantages of breastfeeding, the risks of formula feeding and the nutritional needs of nursing women and infants, to pregnant and postpartum mothers both over the telephone, electronically and in person.
- Make referrals to appropriate community agencies and organizations as indicated by patients needs.
- Participate in community outreach events to promote the physical and mental health of perinatal clientele.
- Interacts with medical providers, nursing staff, nutritionist, and other team members for interdisciplinary team approach to patient's care.
- Maintains patient files and completes data entry on patients.
- Other duties as assigned

EDUCATION, EXPERIENCE, CERTIFICATES AND LICENSES:
- Education minimum of High School Graduate
- Prior experience working with a CPSP program preferred
- Lactation training/Certification preferred
- Childbirth Education preferred
- Background in health care field with knowledge and experience in maternal and child healthcare.
- Current CPR card

- Valid CA driver license

All LCTHC employees are expected to:
-Provide the highest possible level of service to clients;
-Promote teamwork and cooperative effort among employees;
-Maintain safe practices; and
-Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 60% of time is spent working at a desk. Balance of time (approximately 40%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing more than 40 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC.

Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:
This act was enacted to deal with three main areas with regard to patient information.
- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE
The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Dept. Manager	Date
_____	_____
HR Signature	Date

Board Approved June 2021