

## RIVERSIDE COMMUNITY HEALTH FOUNDATION

### Health Education Navigator- Abundant Birth Program (ABP)

**\$25 - \$30 an hour**

**Position Summary:** Provide social support and resource connections to the participants of the Abundant Birth Program (ABP). Providing referrals and service connections through partnership, validation, and learning opportunities, the Abundance Care Team helps ABP participants gain access to the tools they need for birth and parenting.

#### **Position Responsibilities:**

1. Provide case management to ABP participants, including conducting assessments of the needs of new and continuing participants and developing a case plan depending on the individual needs of each participant who opts into coaching services.
2. Support the ABP program application process, including explaining program services and procedures to potential program participants and other intake procedures.
3. Keep accurate, up-to-date participant records, and prepare necessary reports.
4. Maintain knowledge of RCHF community resources and collaborate with other community agencies in connecting participants with needed resources.
5. Participate in regular statewide ABP meetings with the ABP Central team, other local site stakeholders, and partners.
7. Function as a liaison between clients, families, outpatient clinics, primary care physicians, social service providers, and other support services.
8. Work to ensure social inclusion among client population of program.
9. Foster and maintain professional relationships with clients and partnering service providers; Assist with the development and cultivation of relationships with community leaders, agencies, and outreach organizations.
10. Assist clients with available resources, including educating eligible clients about appropriate community resources and support, both offered internally and externally.
  - Attend annual training to remain current in outreach and client navigation standards and share knowledge with organization staff members.
  - Assist with the development and implementation of evaluation tools required in evaluating the effectiveness and quality of programs in health education.
  - Attend and represent RCHF in identified community meetings and events.

- Actively participate in RCHF strategic and ongoing program and department planning.
- Develop and update annual individual work plan and team scope of work.

**Minimum Qualifications:**

Education:

- High School diploma or equivalent
- Maternal Health Training

Experience:

- Participation and/or leadership role in community groups
- Minimum two (2) years providing community education preferred
- Experience in community engagement.

Knowledge & Skills:

- Ability to implement professional and community-based education programs
- Ability to develop and conduct health education presentations on various topics
- Ability to effectively interact with a diverse community population
- Ability to work independently with minimal supervision; self-motivated
- Possession of a high degree of organizational skills
- Possession of good verbal and written communication skills
- Proficiency in the operation of various office machines and computer software programs
- Ability to set goals and to work toward meeting those goals in an organized manner
- Ability to work on multiple projects at once
- Ability to maintain the highest level of confidentiality in all work assigned
- Ability to read, write, speak and communicate in English
- Ability to present a professional appearance both in dress and demeanor
- Ability to follow directions

**Job Type: Full-time**

Pay: \$25.00 - \$30.00 per hour

Expected hours: 40 per week

**Schedule:**

Monday to Friday

Work Location: In person