



JOB DESCRIPTION

TITLE:	Family Health Advocate (FHA)
CLASSIFICATION:	Exempt/ Full-Time/ 40 hrs. per week/Non-Union
IMMEDIATE SUPERVISOR:	Program Manager
PROGRAM/DEPARTMENT:	Black Infant Health (BIH)

PROGRAM DESCRIPTION:

The Black Infant Health program works to implement a State model to reduce African American infant mortality through a comprehensive community based effort assuring that at-risk pregnant and parenting African American women, their infants up to age one, and their families have access to quality maternal and child health services.

SUMMARY OF POSITION RESPONSIBILITIES:

Under the direct supervision of the Mental Health Specialist provides direct case management and client care to BIH program participants including recruitment and retention, conducting assessments, general program support, home visits and group facilitation. Co-facilitates and provides client support during SFBIH groups.

GENERAL DUTIES:

1. Responsible for providing social service case management to clients;
2. Maintains awareness and familiarity with local community and social services for client referrals;
3. Responsible for the development of a Life Plan that is on-going throughout the intervention;
4. Conducts assessments and intakes, gathers client information and enters information into state-wide ETO system.
5. Enters data related to case management, Life Planning, etc. in a timely and accurate manner;
6. Coordinates and consult with other group facilitators to ensure that case management goals are linked to group sessions goals;
7. Attends CDPH/MCAH-sponsored BIH Basic Training, as well as subsequent BIH Advanced Trainings;
8. Maintains confidentiality and adheres to HIPAA regulations
9. Develops a Professional Development Plan in conjunction with supervisor
10. Supports outreach activities including building and maintaining community linkages to increase referrals to SFBIH and to provide coordinated care for clients.
11. Participates as assigned to SFBIH events and community activities.
12. Responsible for the management, facilitation and organization of group interventions with another group facilitator (each group session must have two trained facilitators conducting the session);
13. Enters data related to group sessions in a timely and accurate manner;
14. Coordinates and consults with other FHAs to ensure that group sessions goals are linked to case management goals;
15. Commit to the provision of culturally competent services.
16. Performs other related tasks and duties as assigned by the Program Manager and Program Director.

KNOWLEDGE, ABILITIES AND SKILLS:

1. Possession of a Bachelor’s degree or higher from an accredited college or university in Social Work, Public Health, Nursing, Education, Health Education or other health related or social work field; AND
2. A minimum of one (1) year recent community experience working directly with target population and performing tasks related to the program;
3. Possess socio-cultural experiences comparable to the population served;
4. Possess knowledge, understanding and respect of the values and beliefs of African American women and the African American community;
5. Strong written and oral communication skills; excellent interpersonal communications and group facilitation skills (Client engagement skills essential).
6. Possess knowledge of the following: Women’s health, including prenatal and postpartum health; Life course perspective; Infant behavior and development; Health education (i.e. breastfeeding, nutrition, and physical activity); Local community and social services;
7. Commitment to the Mission, Vision, and Critical Success Factors of Westside Community Services and BIH Governing Concepts.

LICENSES/CERTIFICATION:

Possession of a valid California driver’s license; must be insurable.

PHYSICAL AND VISUAL ACTIVITIES:

Mild to medium to heavy work requiring prolonged or repeated standing, walking, climbing, stooping, kneeling, crouching, lifting, carrying to a maximum of up to 50 lbs.

SCHEDULE: Monday-Friday however schedule may be varied to include occasional required weekends and/or evenings coverage.

Westside Community Services is an equal opportunity employer and people of color are strongly encouraged to apply. We will consider qualified candidates with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.

I have read and received a copy of the above job description.

Signature

Date