



Host Site: Sixteenth Street Community Health Center

Position Title: Women's Wellness AmeriCorps Member

Department: Women's Wellness

Reports To: Women's Wellness Team Lead

Summary

Two (2) AmeriCorps members will enhance the educational programming at Women's Wellness Department, by facilitating education for pregnant women and for parents of newborn babies.

Duties & Responsibilities

- Sustain enrollment of Sixteenth Street pregnant patients in Sixteenth Street programs that the patient qualifies for. Responsibilities will include but are not limited to:
 - Ongoing contact with a minimum of 25 pregnant women within 2 weeks if the patient received a referral at the previous visit to answer all questions and make sure patient followed through with previous recommendations
 - Recruitment of a minimum of 25 PNCC members for prenatal, breastfeeding, parenting, car seat, and relaxation classes
 - Conducting a United Way survey for a minimum of 126 pregnant women annually
 - Verify pregnant patients are attending routine appointments and have follow up appointments scheduled at all times
 - Verify whether pregnant patients are enrolled in state insurance
 - Verify that all pregnant patients have had initial intakes scheduled with a Perinatal Case Manager
- Improve Use of Health Services and Programs by providing linguistically and culturally appropriate assistance to Sixteenth Street pregnant patients. Member will fulfill this by:
 - Should it be determined that further follow up from a previous referral (dental, Chronic Care, WIC, Social Services, AODA, Medical-Educational Specialist etc.) is warranted, member will facilitate the delivery of needed services to the patient.
 - Offer appointment with chronic care specialist for all pregnant patients who have been referred by the Perinatal Case Manager
 - Inform all pregnant patients about Sixteenth Street's bilingual prenatal and breastfeeding classes and encourage them to attend
 - Keep patient education material updated and organized. Make copies needed for all programs that are designed for the pregnant patients
- Provide Health Education:



- Member may design a class or health topic to be discussed at individual appointments
- Provide one-on-one health education to pregnant women
- Provide nutrition education to pregnant women which includes discussing healthy weight gain, diet, water consumption, etc. in pregnancy based on BMI chart
- May provide health education to families within the community through Sixteenth Street Healthy Choices program

- Stork's Nest Program
 - Stocking Stork's Nest
 - Attending local Stork's Nest Meetings to identify areas of improvement and collaborate with other local health centers and community centers
 - Assisting patients to redeem their Stork's Nest points for items, recording which items were selected in the online portal (Microsoft Forms), and recording birth outcomes for patients who have already given birth for SN grant.

- Child Care Coordination
 - Assist Pediatric Case Coordinator with newborn record retrieval when needed.

- Efficiency Building
 - Assess workflow inefficiencies within the Women's Wellness Department and assist team in developing resolutions.

Training

General Training Plan:

- Wisconsin HealthCorps Pre-Service Orientation
- Member will receive training and orientation about Sixteenth Street Community Health Center's policies and procedures as well as receive information about the services offered at the different sites.
- Member will receive training on the Electronic Health Record system (Intergy)
- Member will be given a tour of different sites and will be introduced to all pertinent staff.

Women's Wellness:

- Member will be oriented on all Women's Wellness Department (WWD) programs
- Member will receive training on Prenatal Care Coordination (PNCC) Policy and Procedures with appropriate documentation of training
- Member will receive training on Child Care Coordination (CCC) Policy and Procedures
- Member will receive training in EHR (Intergy)



- Member will meet with the Site Supervisor initially to discuss their interests, skills and strengths and to determine how to incorporate those into their Responsibilities and Functions. Site Supervisor will continue to meet with the Member on a biweekly basis to discuss the current caseload and any Position concerns.
- Member will receive specific training on:
 - Pregnancy Education
 - Pregnancy Education Materials
 - Intergy, per EHR checklist for subjects pertinent to WWD
 - Home visits
 - Breastfeeding
 - Classes (will be required to attend at least one of the classes WWD refers patients to)
 - Stork's Nest
 - Making, rescheduling, and cancelling appointments using EHR system

Qualifications/Skills

The ideal candidates for this position should have experience with health education (pregnancy and children), have commitment to serve communities of color, and true desire to help adults and children to live healthier lives.

Education and/or Experience

Ideal candidates will have studies and/or experience in public health, pregnancy, pediatric and child development social work or related areas. We prefer bilingual English/Spanish as we serve a multicultural community.