

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent MCH- KPCC Outreach Coordinator

POSITION NUMBER: HAX023

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position is responsible for strengthening and expanding the Kansas Perinatal Community Collaborative (KPCC) model across the Shawnee County region. The Maternal Child Health (MCH) - KPCC Outreach Coordinator will be instrumental in improving maternal and infant health outcomes through coordinated community-based efforts. Performs other duties as required. This position is supervised by the Health Services Team Leader -MCH - Outreach.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion.

WORK PERFORMED

- 35% Program Coordination.** Provides coordination with all agencies and community partners involved in select grant programs. Leads efforts to grow and strengthen KPCC infrastructure, drive strategic engagement with clinical providers, employers, and faith-based organizations, and expand the integration of not only the prenatal education program, Becoming a Mom® (BaM) curriculum, but also other relevant perinatal initiatives identified through local data and community input. Ensures communication channels with grant partners. Presents information and reports to community partners as required. Collaborates with other health and social service agencies in the community.
- 30% Program Management.** Develops, coordinates, implements and evaluates the work in order to ensure long-term sustainability. Leads the collaborative team, working closely with staff and subcontractors, to implement and apply various key measures. Collects, maintains and manages data related to health outcomes. Researches and promotes best practices related to improving maternal and infant outcomes.
- 25% Outreach Activities.** Builds partnerships with clinical providers to improve referral pathways, prenatal care access, and coordinated service delivery. Engages employers to highlight the economic benefits of improved maternal-child health. Collaborates with faith-based organizations to reach disparity populations and expand social and community support networks. Includes traveling to offsite locations as well as flexible scheduling of

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events to accommodate requests from the public. Serves as liaison to outreach area providers and partner organizations to ensure increased program participation.

10% Program Analysis and Reporting. Ensures monthly and quarterly reports are submitted per grant requirements. Analyzes these reports for accuracy and adherence to grant standards. Compiles and analyzes program information and submits grant reports according to agreed-upon schedules. Establishes outcome measures and monitors compliance.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Pregnancy, parenting and childcare including basic health, nutrition and child development
- The English language
- Medical Terminology
- Maintains current knowledge of community resources and services available to clients
- Federal, State and County laws, regulations, resolutions and rules

Ability to:

- Interpret and apply Federal, State and County laws, resolutions, rules and regulations
- Communicate effectively, both orally and in writing, using the English language
- Understand and follow oral and written instructions
- Use effective interpersonal communication skills including the capacity to be non-judgmental and sensitive to diverse family situations
- Work independently

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting				X	Driving			X	
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting-20 lbs.		X			Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-20 lbs.		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions	X			
Carrying			X		Turning		X			Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting				X	Work Below Ground	X			
Color Vision				X	Carrying			X		Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking			X		Jumping	X				In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-20 lbs.		X					X		

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EQUIPMENT USED

Personal Computer
Printer
Telephone

Photocopier
Fax Machine
Calculator

Office Furniture
Standard Office Equipment

MINIMUM QUALIFICATIONS:

- Associate Degree in Public Health, Health Education, Health Promotion, Community Health, or other closely related field.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
 - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Public Health, Community Health, Early Childhood, Social Work, Human Services, or other closely related field.
- Public Speaking Experience
- Community Stakeholder Engagement Experience
- Experience Working With Diverse Populations

SPECIAL REQUIREMENTS:

- Required to pass a pre-employment physical and drug screen.
- Required to work extended hours when necessary.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 07/25
Revised: 08/25