

Philadelphia Health Corps
Position Description

Host Site: Maternity Care Coalition

Address: 2000 Hamilton Street, Suite 205
Philadelphia, PA 19130

Organization Description and Mission:

Maternity Care Coalition is a private nonprofit organization founded in 1980 by professionals and lay people concerned with the appalling rate of infant mortality and morbidity in Philadelphia. MCC's mission is to improve maternal and child health and well being through the collaborative efforts of individuals, families, providers and communities. The agency achieves its mission through outreach in high-risk neighborhoods and advocacy at the local, state, and national levels.

Site Supervisor Name and contact information:

Name: Ilisa Stalberg (temporarily)
Phone: 215-972-0700 x128
Fax: 215-972-8266
Email: IStalberg@MOMobile.org

Service Description

Position Title: Cribs for Kids Program Assistant

Primary population served: Pregnant women and families with infants

Principal relationships: MCC staff, clients, other providers

Duties/Activities/Responsibilities

- Respond to requests for cribs from the community: provide assessments and education
- Conduct home visits with families to deliver and set-up cribs and provide safe sleep/SIDS risk reduction education
- Lead 2 to 4 monthly community education workshops on safe sleep at sites throughout Philadelphia, including teen parenting programs at the Philadelphia high schools
- Attend community meetings, health fairs, and other events
- Assist in the training of all other health social service providers about SIDS risk reduction and safe sleep environment
- Learn about and make contact with community resources needed by clients
- Develop relationship with identified clients and provide support as needed
- Refer women needing more intensive follow-up to appropriate agencies
- Keep careful records of all contacts made and follow-up as necessary
- Keep accurate records of services received by clients

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- Routinely use Cribs for Kids database and other computer systems including e-mail, Internet and word processing
- Attend orientation and on-going training sessions on maternal and child health, public benefits, housing, nutrition, substance abuse, counseling, parenting, infant and family support issues
- Meet with Cribs for Kids Program Manager and Cribs for Kids team regularly to report on and discuss work
- Attend quarterly Cribs for Kids Advisory committee meetings
- Other duties as assigned

Required Qualifications

- Sensitive to community issues
- Committed to better health care in community
- Desire to expand knowledge base
- Interest in maternal and child health issues

Required skills and abilities

- Excellent written, communication, and organizational skills
- Ability to work well individually and as a team
- Good computer skills
- Ability to keep written records
- Must be able to lift up to thirty (30) pounds on a regular basis
- Ability to work 2 to 4 evenings per month and occasional weekends
- Valid driver's license and driving experience, preferable

Tools and equipment used

N/A

Logistics

Expected service schedule

The position will require a basic 9am to 5pm schedule and 40 hour work-week. This person will be required to work between 2 to 4 evenings per month and on occasional weekends throughout the year.

Host site orientation plan

- Training given during orientation
 - Tour of the office and individual introductions with office staff
 - Introduction to entire organizational staff with welcome email and in person introduction at first monthly staff meeting
 - Detailed orientation to the Cribs for Kids Program history and current structure
 - In-depth training on SIDS and safe-sleep practices
 - Training on client intake forms, screening for eligibility, and phone etiquette
 - Training on home visiting safety
 - Training on program database

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- The New Advocate Training Series; some topics may include:
 - Effective Communication
 - Dealing with Differences
 - Home Visiting Skills
 - Public Benefits
 - Pregnancy
 - Postpartum Issues
 - Domestic Violence
 - Substance Abuse
 - HIV and Sexually Transmitted Infections

Service Location(s) if different from site address

Position is based out of the main site, although home visits and community education workshops are held throughout the city.

Additional Info

- Parking:
There is street parking available in the neighborhood, although most is metered and/or timed. There is a parking lot located in the building and the member could choose to pay a monthly fee to park.
- Transportation:
Our office is located in close proximity to the SEPTA regional rails and many bus routes.
- Dress code:
The dress code is very casual. On home visiting and workshop days it is important for our team to wear comfortable clothing and shoes. There are a few occasions throughout the year that the team must dress in business casual for meetings.
- Any necessary IDs will be issued by Maternity Care Coalition.