

Neighborhood Outreach Worker

Reports to: Program Supervisor

Center: Women & Children

Program: Maternal Infant Outreach Program (MIOP)

Description: This position is located at the Hartford Health and Human Services office, Hartford, CT. Through case finding, case management and support group facilitation the center offers health education, referrals, advocacy and support on a variety of health topics.

Duties and Responsibilities:

- Provide care coordination and case management to at-risk pregnant women and their newborns
- Contact pregnant women through prenatal clinic, shelters, soup kitchens and community referral networks
- Outreach, engagement, dissemination of health prevention information
- Facilitate and help clients to enroll in prenatal care and to apply for benefits and programs for which they qualify
- Collection and documentation of information regarding outreach, case management, support services and referrals; completes and maintains accurate records and input data into computer system
- Maintains confidentiality of all client information as per federal and state laws
- Follows all established HHC policies and procedures
- Carry out additional duties as identified by supervisor

Qualifications:

High school diploma; one to three years of training/experience working with pregnant women, and children; enthusiasm for community/maternal and child health, and outreach work; excellent interpersonal and communication skills, as well as organizational and time management skills; excellent interviewing skills and abilities; current driver' license; skills and experience in documentation and use of programmatic forms as well as basic computer skills; comfort level doing home visits in Hartford and surrounding towns alone; experience with or interest in learning available health and support service systems in Hartford, including Medicaid and Medicaid Managed Care.

Preferred Qualifications:

Bachelors in human services or maternal and child health-related field; familiarity with Hartford neighborhoods and services; case management experience

Interested candidates please send resume to:

Human Resources
Hispanic Health Council
175 Main Street
Hartford, CT 06106
Fax: 860-493-1328
Email: jobs@hispanichealth.com