



<b>JOB TITLE:</b>	Prenatal Program Specialist
<b>JOB DESCRIPTION:</b>	The Prenatal Program Specialist is responsible for providing day-to-day programming for prenatal mothers & fathers, and newborn parents. Programming includes facilitating groups and/or home visits as appropriate or required.
<b>REPORTS TO:</b>	The Supervising Program Manager and Executive Director
<b>RESPONSIBLE FOR:</b>	Support staff as identified, Prenatal Program Volunteers

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Program Coordination**

- Identifies community resources for prenatal program participants and establishes relationships with such resources
- Develops and nurtures key partnerships to promote and evolve the YPN prenatal program
- Assists in securing funding for continued support of the prenatal program
- Assists in data collection and reporting outcomes/successes to funders and/or key program partnerships
- Provides staff support and/or trainings as appropriate to enhance prenatal program services
- Assists in the enrollment process of participants into the appropriate prenatal services
- Provides a level of medical expertise to enhance prenatal services for participants

### **Group Support**

- Works as a team member in the coordination and management of group including child care, transportation, food, activities and curriculum for each group
- Plans and provides specialty group experiences for families as appropriate and necessary
- Assists in recruiting, training and supporting volunteer group facilitators
- Contacts referrals in a timely manner and in such a way as to engage programming services
- Completes participant intakes in a timely manner
- Monitors participant attendance and problem solves with participants any barriers to attendance and any other life issues that may arise with participants
- Conducts hospital visits and postpartum home visits to new mother participants
- Updates program information with referring agencies, and networks with community professionals and resource providers
- Completes program evaluations and participant assessments as required

### **In-home Support as needed**

- Assists in delivery of prenatal materials and resources in the home setting
- Provides a safe learning environment for the expectant parent(s) and support people
- Supports the family in the implementation of healthy behavior choices to ensure the birth of a healthy baby
- Interfaces with other program staff and community partners to ensure that the needs of the family are met
- Provides support/information as needed to other parent educators providing prenatal home visits

**Documentation**

- Follows or exceeds agency standards for documentation completion
- Completes accurate and timely documentation of all service activities
- Maintains current database participant information as required
- Provides professional written and verbal communication

**Responsible Work Performance Expectations**

- Practices preventative, safe work habits
- Observes all laws, safety mandates, agency expectations, and regulations
- Reports all injuries and incidents per agency & program protocol
- Provides timely employment paperwork
- Participates in required trainings as scheduled and Broadway Maybies fundraiser

**Support Agency/Program Mission & Values**

- Interacts with youth & families in a respectful, strength-based manner
- Provides services to families in a culturally competent manner
- Proactively contributes to the professional development of self & team
- Follows and models the Code of Conduct and Ethical Standards as outlined in the YPN Agency Handbook
- All other duties as assigned by agency needs

**QUALIFICATION/REQUIREMENTS:** Nursing or human service related degree required and 5 years' experience working with young families, with prenatal experience preferred; basic computer skills, data entry, people skills, lifting & hauling necessary items to and from group site; able to work normal business hours with some flexibility; Thursday evenings required and other evening and weekend work is possible.

**FULL-TIME; NON-EXEMPT STATUS**

**STAFF SIGNATURE:** \_\_\_\_\_