

Job Description

Job Title: LVN - -CPSP

Reports to: Medical Service Manager

SUMMARY:

Community Health Alliance of Pasadena (CHAP) a non-profit Medical Group is providing job opportunity as a Comprehensive Prenatal health Worker. The Comprehensive Prenatal health Worker is part of a busy medical facility and integral member of the medical services group. This position will include client orientation to comprehensive perinatal services Initial assessment, trimester reassessments, post-partum assessment, interventions, and follow-up services in: Obstetrics, Nutrition, Health Education, Individual Case Coordination, Linkages with Women, Infants and Children Supplemental Nutrition Program (WIC), family planning and pediatric care CHAP expects all employees to respond and participate to emergency situation per emergency policies and procedures.

DUTIES AND RESPONSIBILITIES:

I. General:

1. Conducts face-to face interviews with all prenatal patients;
2. Identify opportunities and facilitate efforts to expand service or increase patient access into programs;
3. Assures client charts are documented whenever telephone & face-to-face contact is made;
4. Provides ongoing orientation, assessments, classes and makes the appropriate referrals when needed to prenatal patients;
5. Conducts pregnancy testing and counseling;
6. Ensures all appointments have been given to patient accordingly;
7. Case management of the prenatal program, which includes reviewing all prenatal charts after each clinic visit with the provider, as well as reviewing each chart to assure that patient has received necessary services;
8. Attends recommended job related trainings provided by the CPSP County program.

II. Other projects:

1. Assist CPSP Coordinator in achieving cluster goals and objectives
2. Participate in Data collection and reporting in regards
3. Participate in personnel evaluation for staff performances
4. Respond and participate to emergency situation per emergency policies and procedures set by CHAP.

III. Professional development:

1. Attend APHCV staff meeting, clinic staff meeting, and other meetings as assigned by supervisor.
2. Attend trainings as assigned by supervisor.
3. Communicate training needs to supervisor.
4. Participate in agency wide events.

QUALIFICATIONS:

- Bachelor's degree in community health, health sciences, human service field, or relevant community work experience or 5 years of experience in performing CPSP services.
- CPSP certificate a must.
- Current CA LVN license required.
- Minimum High School Diploma.
- Ability to work with little supervision, identify and prioritize tasks to meet deadlines.
- Strong oral and written communication skills & Knowledge and familiarity with clinical setting preferred.
- Strong facilitation skills, experience leading presentations or workshops
- Proficiency in Microsoft Office applications.