

Director of Maternal Child Health Programs



Job Description

Reports to: Executive Director

Classification: Full-Time /Exempt

Salary: \$75,000-\$85,000

Location: Hybrid

Start Date: June 20, 2022

This is a hybrid position as working in our East orange office and travel to various meetings across the state will be required periodically. Only local applicants will be considered.

ABOUT PHEI: The Perinatal Health Equity Initiative is a Black female led, 501c3 nonprofit organization dedicated to eliminating disparities in Black infant and maternal health in New Jersey. We do this by providing direct clinical care, advocacy, policy, education, research, and community engagement. We are rooted in Reproductive Justice, Social Justice and created health equity for Black mamas. Our offices are based in East Orange and Orange New Jersey and provide support to the surrounding communities.

POSITION SUMMARY: The program manager will be responsible for overseeing PHEI programs, programs, evaluation, and provide input in the development of new programming. PHEI programming currently includes home visiting, lactation support, breastfeeding peer breastfeeding support, community health work, public policy, pregnancy & birth advocacy, and high-risk perinatal care. Additionally, the program manager will be responsible for supervising program staff, grant deliverables, networking with community partners. Occasionally the program manager will be responsible for providing lactation clinical care and providing technical assistance to community partners. This position will be part of the senior leadership team and will be responsible for representing the organization at various meetings, committees, and community initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Director of Maternal Child Health Programs works with and reports to the executive director and is responsible for innovation and implementation of maternal child health related programs for PHEI. Candidates must be able to perform the essential duties to standard. Will consider training an early career candidate who meets the minimum knowledge, skills, and education requirements.

- Participate in organization meetings as required, including staff and direct service meetings and a yearly staff and leadership team retreat.

- Participate in community health fairs, workshops, conferences, workgroups, etc. to enhance awareness of the PHEI program, share outcomes, and offer solutions for community stakeholders
- Submit monthly reports to the executive director.
- Brainstorms with the team to discover new solutions and approaches to old problems.
- Formulates effective new ideas and innovative strategies for program development, marketing, branding, or partnership opportunities.
- Assist in developing, implementing, and monitoring strategic initiatives and projects that drive programmatic success.
- Build authentic relationships with internal and external stakeholders.
- Growth and development of organizational programs including peer breastfeeding support group, Sistahs who Breastfed (SWB), preeclampsia awareness, and ensuring all activities are proceeding per program work plan and timeline;
- Assist in the development and upkeep of electronic medical record (EMR) for lactation care.
- As a member of the PHE Leadership team, manage internal operations, including policy and procedure development, personnel functions, training, and workforce development initiatives;
- Development and leadership of nurse driven PHEI initiatives
- Lead biweekly case management meetings with community health workers and peer breastfeeding counselors.
- In collaboration with the executive director to design or modify specific data collection instruments for programs such as pre/posttests, surveys, assessments, interview guides, and focus group protocol;
- Onboarding and training of new program staff
- Participate in program evaluation and data collection procedures for PHEI programs
- Participate in State and local level maternal child health initiatives/committees
- Develop curriculum and educational materials and implement training related curriculum maternal health and lactation initiatives.
- Work with senior leadership team in the development of communication plans and materials to promote the program and program related results across multiple stakeholder groups
- Collaborate with the executive leadership team on workforce development initiatives and development of training opportunities.
- Lead and participate in community-based research projects
- Development and expansion of PHEI membership program

KNOWLEDGE, SKILLS, AND EDUCATION REQUIREMENTS

- RN with Master of Nursing in nursing education or post master's certificate preferred, will consider RN with BSN or MPH with a focus in maternal and child health.
- IBCLC with a minimum of 2-3 years clinical lactation care experience working with lactating families.
- 2-3 years of public health and/or maternal child health experience, will consider early career candidates.

- Knowledge and understanding of factors that contribute to the advancement of health inequities among Black birthing people when compared to birthing people of other races and ethnicities inclusive of reproductive and birth justice frameworks
- 1-2 years' experience in management of people preferred, willing to train.
- Familiarity with accessing evidence-based resources (journals, .gov sites, etc..)
- Self-starter with a demonstrated ability to initiate and prioritize work in a dynamic environment to accelerate program progress.
- Strong interpersonal skills with the ability to engage and build strong internal and external relationships.
- Strong verbal and written communication skills.
- Experience leveraging new, digital, and traditional media for health promotion and dissemination of results.
- Excellent written and verbal communication skills.
- Employs creative thinking and a professional, solutions-oriented approach to their work.
- Highly organized with great attention to detail.
- Proficient in G-Suite and Microsoft Office, Canva, MailChimp, Asana, and other online productive platforms. Quick to learn new platforms.
- Ability to be flexible in a changing work environment.
- Strong sense of professionalism and reliability

UPHOLDS THE PHILOSOPHY OF THE PERINATAL HEALTH EQUITY FOUNDATION BY:

- Centering community in the development and implementation of all PHEI initiatives.
- Communicating questions about work assignments or deadlines with supervisors or appropriate team members.
- Demonstrated commitment to and experience working in reproductive justice, social justice, cultural humility and racial equality centering communities of color in their approach to work.
- Breastmilk/human milk is the preferred feeding source for most infants
- Completion of projects and work assignments by assigned deadlines.
- Maintaining a high degree of professional ethics, which includes confidentiality of all client donor, volunteer & employee information, business strategies, etc.
- Utilizing work time efficiently and with integrity
- Contributing to self-development and professional growth by seeking opportunities to learn through journals, seminars, or special programs.
- Maintain HIPAA privacy regulations as appropriate
- Occasional evening and weekend work may be required

Travel: Occasional travel out of state to conferences, workshops and training will be required as appropriate in accordance with public health recommendations.