



## American Indian Health and Family Services Of Southeastern Michigan, Inc.

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Minobinmaadziwin "A Good Life"

### Job Description

**Job Title:** Social Worker

**Department:** Healthy Start Family Spirit MIHP

**Reports To:** Maternal Child Health Nurse/Program Coordinator

**Employment Category:** Full Time, Regular

**FLSA Status:**  Exempt or  Non-Exempt

**Position Summary:** Provide social work services, including care coordination and health education services for the Healthy Start Family Spirit MIHP project for the local urban Native American population and other underserved populations. Coordinate comprehensive care services to prenatal and postpartum (up to five years) women and their families living within agency service area. Administrative roles include maintaining client records and completing required reporting. Social Worker will work with Nurse and Community Health workers and as part of the Healthy Start team, be available to participate in home visits, office visits, group programming/events and case conferencing.

#### Essential Duties and Responsibilities:

- Provides services and informs the community about maternal and child health, family advocacy and social services. As needed, coordinates psychosocial support, problem-solving assistance and facilitation of referrals for beneficiaries with risks in the mental health, alcohol abuse, substance abuse, or domestic violence domains. Also includes assisting any beneficiary with basic needs
- Conducts home visits, referrals and follow up to pregnant women and enrolled participants
- Performs psychosocial, physical and nutritional screening and client counseling regarding health promotion/risk reduction activities, using a supportive approach based on Motivational Interviewing principles
- Implements plan of care in conjunction with other agency and community health personnel, evaluates and refers high-risk mothers as needed. Assesses client needs regularly and monitors progress.
- Provides immunization reminders and monitors appointments
- Administers maintenance services during pregnancy including, but not limited to: smoking, alcohol, substance abuse cessation and prevention education for Fetal Alcohol Syndrome (FAS)
- Arranges and/or provides transportation to appointments, as needed
- Conducts exit interviews for women, infants and children, as required for each program
- Plans and implements community education group events
- Assists with planning and implementation of agency-wide events and programs.

#### Other Duties and Responsibilities:

- Establishes close working relationships with partner organizations and providers for cross-referrals, family services and sharing of educational materials. Identifies at-risk/high-risk pregnant women and works with referral networks to enroll them in prenatal care programs

- Works with local community partners to develop and provide community-based education on high-risk behaviors, unintended pregnancies, HIV/AIDS/STD prevention, smoking and substance abuse
- Provides marketing and outreach of programs to local maternal child health stakeholders and potential referral sources that serve the target population including Medical care providers, stakeholder groups, Medicaid Health Plans (MHPs), schools, police departments and pregnancy service organizations
- Engages with local stakeholders and referral sources through coalition participation, serving as Liaison between the Native American community and other service providers
- Implements partnering and care coordination agreements when appropriate. Develops and maintains stakeholder and referral source email directory.
- Engages in outreach efforts including, but not limited to, meetings, presentations, direct mailing and email. Maintains documentation of outreach efforts through the use of logs and activity sheets
- Develops service area-specific plans for addressing teen pregnancy prevention
- Assists in the resolution of issues facing the urban Native community concerning housing, education, welfare, unemployment, crime prevention, substance abuse and other domestic issues
- Attends case management, Healthy Start quarterly meetings, trainings and conferences as appropriate
- Provides documentation of care as specified by sub-contract(s), policies and procedures. Maintains records of all participant contacts and activities. Organizes case management forms, participant records/files, form logs sent in for data entry, etc. Compiles and submits data reports as needed. Maintains accurate, timely and confidential records. Conducts self in a professional and ethical manner
- Performs other duties as assigned

**Education/Experience:** Master's degree in Social Work (MSW) from an accredited college or university required. Must have 1-5 or more years of experience providing Social Work Services to families. Must have current Michigan licensure as a licensed social worker ([LLBSW](#), [LBSW](#)/[LLMSW](#)/[LMSW](#)). Experience working with Native American families is preferred. Experience with providing MIHP services is preferred. [Training, certification, and/or experience in early childhood or pregnancy health-related fields such as lactation counselor, doula, childbirth educator, or early childhood education preferred.](#) Fluency in Spanish preferred. Must be able to demonstrate requirements during the interview process.

**Additional Qualifications:**

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

**Other Requirements:** Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

**Work Environment/Physical Demands:** The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**

**Acknowledgement of Receipt**

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Revised: ~~\_\_\_\_\_~~ 5-14-16