

**Job Description:**  
**Prenatal Care Coordinator**



**Department:** Prenatal Care Coordination  
**Classification:** Full time, Non-Exempt  
**Reports to:** Program Director  
**Location:** Hybrid remote/in-office

**Position Summary:**

The Prenatal Care Coordinator is responsible for screening and assessing pregnant women in Palm Beach County to support access to care and other social service needs. The position is focused on successfully linking pregnant women with a medical payment source and medical home in order to access early and consistent prenatal care during their pregnancy. The program works in conjunction with community organizations to ensure client needs are met as it relates to prenatal care and other social services needs for the family. Screening and assessments may occur in office, through home visits or virtually, based on client need. The position focuses on referring clients to a variety of programs which provide support, education and health information to ensure a healthy birth outcome. The position is accountable for successfully implementing the Prenatal Care Coordination program model, goals and desired outcomes. Local travel required.

**Essential Functions and Responsibilities:**

- Complete screening and assessment at a variety of locations, including home visits and community locations, telehealth/virtual visits as required through the HMHB Assessment Scheduling Processes.
- Provide health care navigation to clients who are referred to or assessed by the Prenatal Care Coordination Program. Assist families with needed applications, document submittal and follow up as needed for eligibility determination.
- Facilitates access to prenatal care and linkage to services. Services include access to medical payment source, medical home, Healthy Beginnings programs and external referrals to the community.
- Provides education based on client needs in regard to pregnancy, nutrition and other maternal child health topics.
- Works with partner agencies such as Department of Children and Families, Health Department, Health Care District and private providers to establish medical payment source, provide advocacy and ensure compliance with prenatal visits.
- Follows established program protocols and guidelines in service delivery to clients.
- Completes and submits accurate and timely programmatic forms, reports and administrative paperwork, including electronic databases. Meet designated standards for documentation based on contracts and agreements.
- Attends pertinent meetings, trainings and conferences related to the position and as deemed by Supervisor.

**Knowledge, Skills and Abilities:**

- Excellent interpersonal relational, problem solving and communication skills; both verbal and written.

- Knowledge of maternal and child health issues.
- Data collection and analysis skills.
- Computer skills including Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Considerable knowledge of principles and practices of working with diverse populations.
- Excellent case notes and documentation skills.
- Ability to be flexible and meet performance expectations within a changing environment.
- Ability to independently plan, organize and successfully execute work assignments and projects with minimal management oversight.
- Ability to manage multiple priorities and manage time effectively to meet established timelines for work completion.
- Ability to work traditional and non-traditional hours.
- Bilingual preferred.

**Experience Required:**

- Minimum of two years of experience working in a social service setting, preferably with families/children.

**Educational Requirements**

- Bachelor's degree in Social Work, Psychology, Sociology, Criminal Justice, Counseling or Education.

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Ability to perform the above responsibilities.
- Reliable/consistent transportation. Must have a valid Florida driver's license, have an acceptable driving record and carry minimum auto insurance as required by state law.
- Ability to lift 20 pounds.

Healthy Mothers, Healthy Babies (HMHB) does not discriminate against employees or clients on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, pregnancy, age, disability, marital status, familial status, genetic information, veteran status, or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Handbook. HMHB will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 as Amended (ADAAA). Must have a valid Florida driver's license, have an acceptable driving record, carry minimum auto insurance as required by state law and provide own transportation.

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

I have read and understand the job responsibilities, standards and requirements for this position.

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Print Employee Name

Employee Signature

Date