

**300-20*****BIH Coordinator*****Standards (education, experience, etc.):**

- 1) Master's Degree from an accredited college or university program in Social Work, Public Health, Nursing, Education, Health Education, or other health related or social science field; or Bachelor's Degree from an accredited college or university program in Social Work, Public Health, Nursing, Education, Health Education, or other health related or social science field plus three years management experience in a health/public health or social service setting.
- 2) The BIH Coordinator must be approved by the CDPH/MCAH Division prior to appointment.
- 3) Fully embraces and supports the *BIH Governing Concepts* of culturally relevant, client-centered, strength-based, and cognitive skill-building approaches.
- 4) Possesses strong leadership skills
- 5) Demonstrates the organizational and interpersonal skills needed to communicate at different levels and work in complex situations;
- 6) Demonstrates knowledge of the following:
  - a) Women's health, including prenatal and postpartum health
  - b) Life course perspective
  - c) Infant behavior and development
  - d) Health education, including breastfeeding, nutrition and physical activity
  - e) Local community and social services
- 7) Demonstrates cultural competence;
  - a) Ability to implement and maintain a culturally relevant BIH Program that recruits, trains, and retains staff who reflect and respond to the values of the African American community served by BIH.
  - b) Knowledgeable about community organizations and community resources serving the African American community in their local jurisdiction;
  - c) Demonstrates an understanding of the complex, interrelated issues and concerns contributing to health disparities affecting African Americans;
- 8) Reflects basic skills of the HRSA MCH Bureau *Leadership Competencies 1-8* (<http://leadership.mchtraining.net/>).

**Duties:**

- 1) Responsible for the management and coordination of local BIH program activities and staff;
- 2) Maintains confidentiality and adheres to Health Insurance Portability and Accountability Act (HIPAA) regulations;
- 3) Provides supervision and professional development for staff.

**Family Health Advocate (FHA)****Standards (education, experience, etc.):**

- 1) Possesses a Bachelor's Degree from an accredited college or university program in Social Work, Public Health, Nursing, Education, Health Education, or other health related or social science field.
- 2) Has one year of community work experience providing direct services to target population, performing tasks related to the program;
- 3) Possesses socio-cultural experiences comparable to the population served;
- 4) Possesses knowledge, understanding and respect of the values and beliefs of African American women and the African American community;
- 5) Fully embraces and supports the *BIH Governing Concepts* of cultural competence, client-centered, strength-based, and cognitive skill building approaches (details above in the Governing Concepts section);
- 6) Possesses knowledge of the following:
  - a) Women's health, including prenatal and postpartum health;
  - b) Life course perspective
  - c) Infant behavior and development
  - d) Health education, including breastfeeding, nutrition and physical activity
  - e) Local community and social services
- 7) Demonstrates:
  - a) Cultural competence and ability to operate in a culturally affirming manner;
  - b) Sound communication and interpersonal skills;
  - c) Basic counseling skills (i.e. reflecting, active listening, paraphrasing);
  - d) Critical thinking and problem solving skills;
  - e) Basic administrative skills (i.e. appointment scheduling, documentation, report writing, computer skills)
- 8) Is able to work collaboratively within a multidisciplinary team;
- 9) Possesses a valid California driver's license.

**Duties:**

- 1) Responsible for providing social service case management to clients;
- 2) Maintains awareness and familiarity with local community and social services for client referrals;
- 3) Responsible for the development of a Life Plan that is on-going throughout the intervention;
- 4) Completes subsequent client assessments, Birth Outcome form, etc.;
- 5) Develops a Birth Plan;

- 6) Enters data related to case management, Life Planning, etc. in a timely and accurate manner;
- 7) Coordinates and consults with group facilitators to ensure that case management goals are linked to group sessions goals;
- 8) Attends CDPH/MCAH-sponsored BIH Basic Training, as well as subsequent BIH Advanced Trainings;
- 9) Maintains confidentiality and adheres to HIPAA regulations
- 10) Develops a Professional Development Plan in conjunction with the BIH Coordinator and reflects basic skills of the HRSA MCH Bureau *Leadership Competencies 1-8* (<http://leadership.mchtraining.net/>);
- 11) Works under the supervision of the BIH Coordinator.

### ***Group Facilitator***

#### **Standards (education, experience, etc.):**

- 1) Possesses a Bachelor's Degree from an accredited college or university program in Social Work, Public Health, Nursing, Education, Health Education, or other health related or social science field.
- 2) Has one year of community work experience providing direct services to target population, performing tasks related to the program;
- 3) Possesses knowledge, understanding and respect of the values and beliefs of African American women and the African American community;
- 4) Fully embraces and supports the *BIH Governing Concepts* of cultural competence, client-centered, strength-based, and cognitive skill building approaches (details above in the Governing Concepts section);
- 5) Possesses knowledge of the following:
  - a) Women's health, including prenatal and postpartum health;
  - b) Life course perspective
  - c) Infant behavior and development
  - d) Health education, including breastfeeding, nutrition and physical activity
  - e) Local community and social services
- 6) Demonstrates:
  - a) Strong group facilitation skills;
  - b) Cultural competence and ability to operate in a culturally affirming manner;
  - c) Sound communication and interpersonal skills;
  - d) Basic counseling skills (i.e. reflecting, active listening, paraphrasing);
  - e) Basic administrative skills (i.e. appointment scheduling, documentation, report writing, computer skills);
- 7) Is able to work with a co-facilitator and collaboratively within a multidisciplinary team.

**Duties:**

- 1) Responsible for the management, facilitation and organization of the group intervention with another group facilitator (each group session must have two trained facilitators conducting the session);
- 2) Enters data related to group sessions in a timely and accurate manner;
- 3) Coordinates and consults with FHAs to ensure that group sessions goals are linked to case management goals;
- 4) Attends CDPH/MCAH-sponsored BIH Basic Training, as well as subsequent BIH Advanced Trainings;
- 5) Maintains confidentiality and adheres to HIPAA regulations;
- 6) Develops a Professional Development Plan in conjunction with the BIH Coordinator and reflects basic skills of the HRSA MCH Bureau *Leadership Competencies 1-8* (<http://leadership.mchtraining.net/>);
- 7) Works under the supervision of the BIH Coordinator.

***Community Outreach Liaison*****Standards (education, experience, etc.):**

- 1) Possesses a Bachelor's Degree from an accredited college or university program in Social Work, Public Health, Nursing, Education, Health Education, or other health related or social science field.
- 2) Possesses knowledge, understanding and respect of the values and beliefs of African American women and the African American community;
- 3) Fully embraces and supports the *BIH Governing Concepts* of cultural competence, client-centered, strength-based, and cognitive skill building approaches;
- 4) Demonstrates:
  - a. Cultural competence and ability to operate in a culturally affirming manner;
  - b. Excellent communication and interpersonal skills;
- 5) Basic administrative skills (i.e. appointment scheduling, documentation, report writing, computer skills, organizational skills)
- 6) Experience working on a multidisciplinary team
- 7) 1-3 years' experience in community based organizations
- 8) Foundational knowledge of the community resources and programs of the Local Health Jurisdiction in which they will be working

**Duties:**

- 1) Develops and maintains a site-specific Recruitment Plan for BIH;
- 2) Establishes a database of community agencies and creates relationships to obtain BIH referrals

- 3) Maintains relationships with medical and community service providers who are the primary referral sources into BIH;
  - a. Develops Partnership Agreements to assist in providing referrals to the BIH Program
  - b. Conducts outreach activities on a regular basis; for example, conducting in-service trainings and BIH Orientations for Partnership Organizations;
  - c. Attends inter-agency and community meetings
- 4) Attends CDPH/MCAH-sponsored BIH Basic Training, as well as subsequent BIH Advanced Trainings;
- 5) Maintains confidentiality and adheres to HIPAA regulations;
- 6) Develops a Professional Development Plan in conjunction with the BIH Coordinator and reflects basic skills of the HRSA MCH Bureau *Leadership Competencies 1-8* (<http://leadership.mchtraining.net/>);
- 7) Works under the supervision of the BIH Coordinator.

### ***Data Entry Lead***

#### **Standards (education, experience, etc.):**

- 1) Possesses a high School diploma or completion of General Education Development (GED)
- 2) Possesses sound data entry skills;
- 3) Excellent communication skills (verbal and written);
- 4) Experience working on a multidisciplinary team.

#### **Duties:**

- 1) Enters BIH case management and program data in a timely and accurate manner into the State data system and downloads program information from the MCAH-BIH-ETO.
- 2) Oversees the maintenance of clean and complete participant and site-specific data.
- 3) Complies with or assists in the compilation of statistical information for special reports.
- 4) Assists in developing and maintaining filing system for the BIH Program.
- 5) Utilizes computerized data entry equipment and various word processing, spreadsheet and file maintenance programs to enter, store and/or retrieve information as requested or necessary, and summarizes data in preparation of standardized reports.
- 6) Provides support to Skilled Professional Medical Personnel working with the BIH Program.

- 7) Attends CDPH/MCAH-sponsored BIH Basic Training, as well as subsequent BIH Advanced Trainings;
- 8) Maintains confidentiality and adheres to HIPAA regulations;
- 9) Develops a Professional Development Plan in conjunction with the BIH Coordinator and reflects basic skills of the HRSA MCH Bureau *Leadership Competencies 1-8* (<http://leadership.mchtraining.net/>);
- 10) Works under the supervision of the BIH Coordinator.

### ***Mental Health Professional (MHP)***

#### **Standards (education, experience, etc.):**

- 1) Education and training
  - a) Master's Degree in social work, psychology or counseling from an accredited college or university;
  - b) One year of professional experience working as a mental health professional that included maternal, infant and child health.
- 2) Understands and respects the values and beliefs of African American women and the African American community;
- 3) Fully embraces and supports the *BIH Governing Concepts* of cultural competence, client-centered, strength-based, and cognitive skill-building approaches (details above in the Governing Concepts section);
- 4) Knowledge of the following:
  - a) Women's health, including prenatal and postpartum mental health and psychosocial issues;
  - b) Life course perspective;
  - c) Impact of psychosocial, cultural and economic factors on the health of women, their infants and their families;
  - d) Psychosocial risk status of BIH participants, including stress, health, social relationships, environment (housing), financial status, transportation that may impact their pregnancies or participation in the BIH Program;
  - e) Prevailing trends and policies in mental health, public health and public welfare;
  - f) Knowledge, understanding and location of community services, including, but not limited to: social services, mental health, substance abuse treatment programs, domestic violence programs, legal systems, housing and other resources for referral;
- 5) Demonstrates:
  - a) Cultural competence and ability to operate in a culturally-affirming manner;

- b) Clinical experience in individual and group psychotherapies dealing with individuals in multiple health and social systems;
  - c) The ability to identify behavioral tendencies that impact functioning, and recommend cognitive behavioral approaches that integrate client strengths into improving functioning;
  - d) The ability to conduct crisis intervention as needed or as resources allow;
  - e) Sound communication and interpersonal skills;
  - f) Critical thinking and problem solving skills;
  - g) Basic administrative skills (i.e. appointment scheduling, documentation, report writing, computer skills).
- 6) Ability to work collaboratively within a multidisciplinary team.

**Duties:**

- 1) Conducts client enrollment activities, which includes orientation, informed consent, and the initial assessment. Refers participant to FHAs for on-going case management;
- 2) Responsible for conducting case conferencing with local BIH staff and any other members of a multidisciplinary team;
- 3) Develops and maintains relationships with local mental health professionals for client referrals;
- 4) Participates in the group sessions that focus on mental health issues by being available to answer participant questions and provide support to the group facilitators.
- 5) Provides medical health education to clients when requested by the FHAs.
- 6) Conducts trainings on the basics of maternal and infant mental health;
- 7) Attends CDPH/MCAH-sponsored BIH Basic Training, as well as subsequent BIH Advanced Trainings;
- 8) Maintains confidentiality and adheres to HIPAA regulations;
- 9) Develops a Professional Development Plan in conjunction with the BIH Coordinator and reflects basic skills of the HRSA MCH Bureau *Leadership Competencies 1-8* (<http://leadership.mchtraining.net/>);
- 10) Works under the supervision of the BIH Coordinator.

**(Optional Staff Position)*****Public Health Nurse (PHN)*****Standards (education, experience, etc.):**

- 1) Education and training:
  - a) Bachelor of Science degree in nursing from an accredited college or university;
  - b) Public Health Nurse Certificate and license issued by the State of California;
  - c) Valid California driver's license;
  - d) Performs all duties within the legal scope of practice as described in the Nurse Practice Act and other laws, rules, regulations.
  - e) One year of responsible, professional experience working as a PHN that included maternal, infant and child health.
- 2) Knowledge, understanding and respect of the values and beliefs of African American women and the African American community;
- 3) Fully embraces and supports the *BIH Governing Concepts* of cultural competence, client-centered, strength-based, and cognitive skill building approaches (details above in the Governing Concepts section);
- 4) Knowledge of the following:
  - a) Women's health, including prenatal and postpartum health;
  - b) Life course perspective;
  - c) Infant behavior and development;
  - d) Health education, including breastfeeding, nutrition and physical activity;
  - e) Local community and social services;
  - f) Clinical expertise of maternal, infant and child health nursing;
  - g) Epidemiological methods of health promotion, disease prevention and control of communicable diseases;
- 5) Demonstrates:
  - a) Cultural competence and ability to interact with clients and staff in a culturally affirming manner;
  - b) Sound communication and interpersonal skills;
  - c) Critical thinking and problem solving skills;
  - d) Basic administrative skills (i.e. appointment scheduling, documentation, report writing, computer skills);
- 6) Ability to work collaboratively within a multidisciplinary team.

**Duties:**

- 1) Conducts client enrollment activities, which includes orientation, informed consent, and the initial assessment. Refers participant to FHAs for on-going case management;
- 2) Conducts care coordination activities such as referrals and linkages for participants to Medi-Cal services;
- 3) Participates in all formal Case Consultations;
- 4) Provides informal case consultation with FHAs on clients who require more immediate medical attention;
- 5) Conducts home visits for the purpose of completing the Edinburgh Postpartum Depression Screen (EPDS), home safety check list, and birth plan at required intervals;
- 6) Participates in the group sessions that focus on medical issues by being available to answer participant questions and provide support to the group facilitators;
- 7) Co-facilitates group sessions featuring Sudden Infant Death Syndrome (SIDS), Breastfeeding and other health-related topics;
- 8) Provides medical health education to clients when requested by the FHAs;
- 9) Conducts staff trainings on relevant medical topics;
- 10) Attends CDPH/MCAH-sponsored BIH Basic Training, as well as subsequent BIH Advanced Trainings;
- 11) Maintains confidentiality and adheres to HIPAA regulations;
- 12) Develops a Professional Development Plan in conjunction with the BIH Coordinator and reflects basic skills of the HRSA MCH Bureau *Leadership Competencies 1-8* (<http://leadership.mchtraining.net/>);
- 13) Works under the supervision of the BIH Coordinator.