

Job Description: Manager Women's Community Care Services

<b>Job Title:</b>	Manager, Women's Community Care Service	
<b>Reporting Relationships:</b>		<b>Organizational Impact:</b>
<b>Reports to:</b> Chief Medical Officer/Director, Community Engagement <b>Direct Reports:</b> Assigned as programs require		<b>Role: Manager</b> Through patient Centering, community education and like services, provide direct access to well woman care thereby reducing barriers to health care.
<b>Job Description:</b>		

**General Function:**

Through the patient centering and other programs, will ensure direct access to well woman, maternity and associated women's health care services designed to reduce barriers and help address health disparities among high-risk and under-served services. This responsible for the overall supervision, design and implementation of these programs.

**Duties, Responsibilities and Qualifications:**

- Will supervise and when appropriate, provide medical care for underserved and at risk women
- Manages and provides care and education in the organization's Centering and other assigned women's health programs
- Develops, implements and evaluates community based educational programs, including the Doula and Centering training program
- Along with organization's Community Health Workers, will conduct training on the identification of maternal early warning signs of at risk pregnancies in community based locations to prevent obstetric emergencies
- Provides comprehensive nursing assessment of obstetrical patients including planning, implementation, coordinating, monitoring and evaluation of care plans
- Serves as a resource for the education of high risk obstetrical patients across the continuum of care
- Functions as a practitioner consultant, role model, and educator, ensuring quality patient care and outcomes.
- Coordinates and optimizes resources within the NHA health care team of physicians, certified nurse practitioner, clinical specialists, patients and families.
- Participates in continuous quality improvement activities and educational experience in support of identified departmental outcomes and objectives. Training course for the practice of advanced
- Supervises, develops and implements programing for the Huron St. Women's Resource Center

### **Skills/Qualifications**

- Must hold an active license as a Certified Nurse Practitioner, with 2 or more years' practice in Women's Health Care or will consider 3 years of previous RN experience in a community setting working with low income women
- Active, unrestricted Ohio license in area of practice or ability to obtain
- NP certification through proper licensing entity
- Familiarity with health conditions frequently found in at risk obstetrical patients and those women of child bearing age
- Ability to conceptualize the needs for the team, community or department and actualize plans for implementation
- Empowered to develop plans of action and gain team consensus towards common goals
- Ability to review and analyze data in Excel and other software packages
- Ability to communicate with and provide feedback to primary care physicians, management, community residents and agencies.
- Ability to make care decisions based on best medical practices without direct supervision or guidance by a physician
- Basic technical proficiency in the use of computer programs for medical records or internet search for clinical practice
- Knowledge of industry practices and quality improvement methods
- Ability to communicate effectively orally, in writing, face-to-face, and over the phone; and professionally with people from diverse backgrounds and at all levels of the organization; engages in active listening
- Capable of working with diverse social, racial and ethnic groups
- Ability to prioritize and plan work activities, use time efficiently and develop realistic action plans
- Ability to identify and resolve problems in a timely manner and gather as well as analyze information skillfully
- Ability to adapt to changes in the work environment, manage competing demands and ability to deal with frequent change, delays or unexpected events
- Demonstrates dependability by being consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
- Ability to organize and prioritize work load in order to meet established schedules, timelines, or deadlines.
- Shows initiative and ability to use sound judgment in the absence of an on-site Physician or specific orders. Able of effective and critical thinking.



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- Able to maintain confidentiality and understanding the importance of doing so.
- Presents in a pleasant and respectful manner with others.

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**Working Conditions**

Lifting Requirements:

**Light Work** – Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.

**Physical Requirements:**

Stand or Sit, Walk, Use hands/fingers to handle or feel, Stoop, kneel or crouch, talk/hear, See, Reaching, and Repetitive Motion. Able and available to drive.

**Hazards and Atmospheric Conditions:**

Limited exposure to dust and electrical hazards, in relation to the storage of files and the operation of office equipment.

**Equipment and Tools:**

Equipment: Computer, Copier, Printer, Scanner, Typewriter, Telephone, Filing Cabinets, 10-key calculator. Those tools typical to this work.

Tools: Those typically required in the carrying out of this work.

Organizational Vehicle: Does not drive organizational vehicles but will drive personal vehicle.

**OSHA Category:**

Category II – Normal routine involves no exposure to blood, body fluid or tissue, but exposure or potential for exposure may occur.

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