



Title: Bilingual (Spanish/English) Wellness Counselor and Health Educator

Reports To: Wellness Services Program Manager

SUMMARY: The Wellness Center at Homeless Prenatal Program is a dynamic and innovative cluster of programs aimed at improving health and family stability for pregnant women, new parents and children. Through community partnerships and rich onsite services, HPP's Wellness Center provides holistic and comprehensive services that support and promote parenting and child development.

Wellness Counseling: The Wellness Counseling Program seeks to provide consistent outreach and follow up to over 300 pregnant individuals annually. Pregnant individuals come to HPP seeking a range of services and the wellness counselor provides a main point of contact to individuals as they navigate their pregnancy. Monthly follow ups during pregnancy and regular follow ups postpartum provides individuals with a basic foundation of support and also provides an opportunity for wellness counselors to identify increased needs or risks and then provide linkage to additional services. HPP's goal is that all pregnant clients seeking services at HPP are linked to prenatal care, experience a healthy birth, and have access to family planning options

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Wellness Counseling:

- Complete schedule of prenatal and postpartum outreach for a caseload of about 110 clients
- Complete pregnancy "check-ins" with assigned clients on a monthly basis
- Follow up with clients on caseload after birth and at 3 and 6 months postpartum
- Conduct regular risk assessments and referrals to appropriate services
- Link clients with internal and external partner programs
- Support clients on-site on a drop-in basis as needed

Health Education

In this position, Health Educator co-facilitates three to four English-language and/or bilingual (English/Spanish) groups. Groups may vary by cycle and may include Prenatal Education

Group, Knowing your Baby/Infant Massage, Infant Feeding Support Group, Toddler Group, Postpartum Group

- Prepares material for weekly class
- Prepares and organizes class outlines
- Teaches three 1 ½ hour classes weekly
- Sets up classroom
- Cleans and organizes room following class
- Plans for and assists in hosting baby shower four times a year
- Recruits a new group of clients each quarter for the new cycle
- Makes reminder calls/texts weekly to class participants
- Meets with co-facilitator weekly to plan class agenda
- Debriefs with co-facilitator weekly
- Completes Health Education Knowledge Tree activity weekly in group and reflection survey after group
- Makes appropriate referrals to other HPP and external programs

General Wellness Team member responsibilities:

- Collaborate with the Wellness team to ensure effective and timely service delivery for clients.
- Provide drop-in services including resources and referral to HPP clients as needed
- Attend staff trainings, team meetings and individual supervision meetings as scheduled

Administrative

- All Client notes, data, and referrals, are required to be input into the Salesforce database by the end of the following business day after client contact.
- Keep accurate, up-to-date, confidential documentation of client contact and activity
- Respond to emails and voicemails in a timely manner
- Keep google and salesforce calendars up to date

QUALIFICATIONS:

- Completion of CHW Program or equivalent experience highly desired
- Experience working within and among Black/African American and/or Latinx communities, including bilingual (Spanish/English) if applicable
- Childbirth education, infant development, and breastfeeding education experience highly desired
- Experience providing postpartum and breastfeeding support preferred
- Knowledge of resources in San Francisco preferred
- Able to show flexibility and respond to the needs of families
- Compassionate, firm and consistent, in working with targeted population
- Able to communicate effectively in writing and verbally, in person and over the phone
- Experience with, and passion for, pregnancy and newborn care preferred

- Basic computer skills and ability to learn quickly
- Able to work in a multicultural environment
- Appropriate professional and personal boundaries and high integrity
- Demonstrated ability to be on time and at work when scheduled
- Understanding of, and commitment to, social justice, and HPP's mission and organizational values.
- HPP recognizes the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs, sexual orientation, and disability. We are committed to maintaining a diverse, multicultural working environment and particularly encourage applications from candidates with lived experience in the communities we seek to serve.

Physical Requirements: This position requires the ability to work under stress and handle multiple project deadlines. The position may require moderate lifting. This position requires an annual tuberculosis test.

Work Environment: Fast-paced, multicultural, collaborative work environment

Hours: 39 hours per week

Salary: DOE + Excellent benefits package

FLSA Status: Non- exempt

Apply: Interested candidates should send a cover letter and resume to jobs@homelessprenatal.org. Please reply with Wellness Counselor and Health Educator in the subject line. Applications must have the job title in the description and the requested documents to be accepted.

The Homeless Prenatal Program is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

About HPP:

The Homeless Prenatal Program (HPP) believes every family wants to deliver healthy babies and raise healthy children in a stable and nurturing home. Seizing the motivational opportunity created by pregnancy and parenthood, HPP partners with families to help them recognize their strengths and trust in their own capacity to transform their lives. At the heart of our program is

non-judgmental, supportive case management provided by Family Case Managers, the majority of whom were once HPP clients themselves. As the first agency in San Francisco to hire and promote former clients as employees, HPP is unique in that the community it serves has – from the organization’s inception in 1989 – guided its growth and evolution. HPP serves over 3,500 clients per year through supportive, holistic programs including: Prenatal Classes and Support Group, Mental Health Services, Child Care Center, Housing Assistance, Emergency Services and Case Management.