

# MATERNAL-CHILD HEALTH COORDINATOR

## DEFINITION

Under the general supervision of a Public Health Nursing Supervisor, the Maternal/Child Health (MCH) Coordinator is responsible for the development, coordination, implementation and evaluation of maternal and child health programs and related activities. Develops procedures related to providing services to high risk families, in the provision of technical assistance to management and staff, and in the management of MCH grants. Performs related duties as required.

## EXAMPLES OF DUTIES

Provide coordination, technical assistance and guidance for MCH programs; provide outreach for MCH services; provide comprehensive nursing services to high risk pregnant women and families with children 0-5 years; provide health services to children day care agencies; develop procedures, standards and care plans for MCH services; review educational materials to assess for cultural competency and educational level required for understanding; review and update list of available community resources; review and update related documentation forms; provide consultation to staff on MCH care coordination issues; assess staff educational needs and provide related staff development and orientation; assess community needs related to maternal and child health. Collaborate with community providers of MCH services; assist management in program evaluation through quality assurance reviews; provide technical assistance in grant writing. Prepare statistical and narrative grant reports; monitor progress of achievement of grant objectives and develop and recommend remedial plans.

## EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree in nursing and one year of professional nursing experience preferably in public health. A master's degree in nursing or public health is desirable.

Knowledges and Abilities: Thorough knowledge of the principles and practice of public health; thorough knowledge of theories, principles and practices relevant to MCH needs; working knowledge of related community resources; ability to perform community assessment, program planning, implementation and evaluation related to maternal-child health programs; ability to develop and conduct related educational programs and provide individual consultation; ability to work with diverse groups; ability to develop and maintain effective working relationships; ability to communicate effectively orally and in writing; ability to develop and maintain related record keeping systems.