

**GRADE:** 13  
**DIVISION:** Preventive Health Services – Maternal Child Health

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**POSITION SUMMARY:**

Provides professional social work services to women of child-bearing age and their families, and works in concert with the client, agency, and community to prevent infant mortality; to address barriers to receiving adequate care for optimal health; addresses behavioral health issues; triages clients to specialized agencies for additional assistance, counseling, and treatment. Supports efforts of Tulsa Fetal Infant Mortality Review (TFIMR) program and serves as consultant on the Community Advisory Team (CAT) as needed as this team addresses Tulsa-area specific interventions for reducing infant mortality. Completes home interviews with families who have experienced a fetal or infant loss residing in Tulsa, Rogers, Wagoner, Okmulgee, Osage, Pawnee, Washington and Creek counties.

**PRINCIPAL DUTIES/RESPONSIBILITIES:**

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

**ESSENTIAL JOB FUNCTIONS: (75% MCH SW, 25% TFIMR duties)**

1. Interviews clients and their families in the clinic or home setting, completes appropriate health screenings, including but not limited to depression and ACES to identify specific needs and makes appropriate referrals to both internal programs and community services.
2. Provides education regarding the prevention of disease and health promotion to include both preconception, and interconception counseling.
3. Communicates and collaborates on client care with related THD staff to include Family Planning and WIC staff, Maternal Child Health Manager, TFIMR team members, outreach workers, nurses, community development specialists etc.
4. Triage needs of at-risk families and links to most appropriate resource for services or case management with the assistance of Community Connector Coordinator for best fit for client.
5. Conducts home interviews with mothers (or families) to include those who have experienced an infant or fetal loss upon direction from TFIMR staff. Completes appropriate intake forms and provide a summary to the TFIMR Systems Development Specialist to include in case review materials for the Case Review Team (CRT).
6. Participation in Case Review Team (CRT) and Community Action Team (CAT) meetings.
7. Works on identifying and/or developing brochures/materials/tools regarding prevention health education to ensure early prenatal care and mental health services for grieving families.
8. Follows up on critical client needs to include issues of trauma, violence, safety planning, missed appointments, completion of referrals and consults with multi-disciplinary teams for planning for multi-problem family issues.
9. Completes required documentation/follow-up on a timely basis, to include client contact, MCH database forms, progress notes, and screening tools.
10. Staffs concerns regularly with Maternal Child Health Manager and other MCH social worker.
11. Participates in staff meetings, workshops and conferences as it relates to position, quality assurance activities and appropriate in-service.
12. Completes monthly time and effort reports and attends appropriate THD wide staff meetings.

13. Other duties as assigned, including those required to fulfill activities in support of public health emergency operations.

***QUALIFICATIONS/SPECIFICATIONS:***

**Education:**

- Master's in social work required.

**Experience:**

- Knowledge of the principles, methods, and techniques required to evaluate psycho-social issues; to provide intervention, triage, and community referrals; and to provide client education.
- Familiarity with high risk zip codes area in Tulsa Community for infant mortality.
- Two years of experience as a social worker working with families in a medical setting preferred.

**Knowledge & Skills:**

- Bilingual in English/Spanish preferred.
- Self-motivated and ability to work without close supervision.
- Skilled in interviewing clients, and in working with agency staff and community resources.
- Excellent interpersonal and good communication skills required to provide effective client counseling and obtain cooperation from clients who come from a wide range of economic, social, and ethnic backgrounds.
- Excellent skills in planning and organization of multiple duties.

**Licenses:**

- Licensed or license eligible for clinical licensure as a Social Worker by the State of Oklahoma preferred.
- Valid Oklahoma driver's license.

***INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:***

- Regular internal contact with staff to include nursing staff to coordinate care or referrals for clients.
- Will have external contact with outside agencies to exchange information to coordinate care, referrals, and programs for clients.
- Expected to form therapeutic, professional relationships with clients and positive professional relationships with coworkers.

***PHYSICAL EFFORT:***

- No unusual physical effort.

***SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:***

Direct Supervision – None

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned equipment.

Reports to – Manager, Maternal Child Health

***WORKING CONDITIONS:***

- Regular exposure to a high volume, fast-paced clinic.

***SPECIAL REQUIREMENTS:***

- Must maintain client record confidentiality according to HIPAA regulations.
- Must possess the ability and willingness to perform job-related travel (home visits/training/etc.).

***FLSA Status: Exempt***