



**Job Title:** Perinatal Resource Navigator  
**FLSA Status:** Full Time, Exempt  
**Reports to:** Chief Operating Officer

The Center for African American Health (CAA Health) is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. CAA Health works toward health equity for the underserved African American community by offering culturally responsive health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation, and impact and in joining a well-respected, high-functioning organization with a rich history of community service.

### **General Summary**

Under general supervision of the Chief Operating Officer, the Perinatal Resource Navigator will be responsible for advocating for pregnant and parenting women to help achieve health and life goals in relation to healthy pregnancy and parenting outcomes.

### **Primary Roles and Responsibilities**

- Provide tailored health education to pregnant and parenting women on a wide variety of topics that will lead to healthy pregnancy outcomes such as healthy eating, breastfeeding, mental and behavioral health, and exercise.
- Collaborate with other service providers to address pregnant and parenting women needs and concerns and encourage attendance at all appointments with a focus optimizing health outcomes.
- Work closely with service providers to ensure that pregnant and parenting women are receiving a continuum of care, The services may include family planning, health insurance.
- Refer pregnant and parenting women to appropriate perinatal support services including nutritionist, social worker, childbirth educator, lactation consultant, and WIC.
- Conduct virtual/home visits and phone calls to assess the need for other services.
- Attend trainings to maintain knowledge and skills at a level appropriate to meet the changing needs of pregnant and parenting women and to enhance own performance.
- Promote to pregnant and parenting women the maximum program benefit and maintain a constant relationship with each person throughout the course of program components.

### **Requirements/Qualifications**

- Bachelors or Associates degree in Community Health, Social Work, Human Services, Public Health, or any closely related field.
- Perinatal/Maternal Child Health experience preferred.
- Ability to work with people of diverse cultures and diverse socioeconomic situations.
- Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to medical activities, and to use discretion in interactions with client-patients, service providers, and others.

- Knowledge of office software – Office 365, Microsoft Word, Excel, PowerPoint, Outlook, and SharePoint.
- Ability to prepare clear, concise, thorough, meaningful, and grammatically correct written reports, letters, presentations, and other media,
- Demonstrated tact, diplomacy, cultural competence, and flexibility.
- Ability to work independently and as part of a collaborative team.
- Ability to analyze problems and find solutions which support and enable sound decision-making.
- Personal qualities of integrity, credibility, and dedication to the mission of CAA Health.
- Reliable transportation, with a valid driver's license and current liability insurance.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Salary Range**

\$45,000 - \$50,000

### **Additional Employee Benefits**

We offer a comprehensive benefits package including health, dental, short term and long-term disability, Employee Assistance Program, Employee Wellness Allowance reimbursement, Simple IRA, and generous paid time off.

### **Physical Demands**

The work involves normal physical activity associated with an office environment.

### **How to Apply**

Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing sample to the following email address and include Perinatal Resource Navigator in the subject line: [careers@caahealth.org](mailto:careers@caahealth.org). No phone calls please. All applications must be submitted electronically – none will be accepted in person.

More information about The Center for African American Health can be found on our website at [www.caahealth.org](http://www.caahealth.org)

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**The Center for African American Health is an equal opportunity employer.** We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status, or sexual orientation in any of our activities or operations.