



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

**Position:** Maternal/Child Health (MCH) Program Assistant

**Location:** Lac Courte Oreilles Community Health Center

**Salary Range:** Negotiable

**Posting Date:** 04/15/2019

**Closing Date:** Until Filled

**Description of Position:**

Under the supervision of the MCH Coordinator, the Maternal/Child Health (MCH) Program Assistant is responsible for assisting in the coordination, implementation, delivery, and evaluation of maternal and child health programs and related activities such as the WIC (Women Infant Children), Birth To 3, and Children and Youth with Special Health Care needs programs. Assist in the development of procedures related to providing services to high risk families. Will assist the MCH RN Coordinator with the implementation of the shared plan of care. The MCH Program Assistant will provide family orientated, person-centered care in a high demand wrap around quality health clinic; while fostering innovations that utilize available resources that improve the overall well-being of our community. Incorporate the Medical Home Model Approach for all patients care.

**Qualifications:**

- Current WI Licensed Practical Nurse (LPN) or higher required
- One year of professional nursing experience preferred, preferably in public/community health.
- Thorough knowledge of the principles and practice of public/community 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 implement related educational programs and provide individual consultation as designated by the MCH RN.
- 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.
- Must be able to pass a background check

- Valid WI Driver's License
- Valid vehicle insurance
- Be able to pass pre-employment and random drug testing
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations

**Major Duties and Responsibilities:**

1. Provide coordination, technical assistance and guidance to patients for MCH programs.
2. Coordinates with the MCH Nurse, all aspects of the LCO WIC Program, including certification of clients, processing of forms, issuing checks and maintaining records.
3. Verify re-certification for all WIC clients and active efforts to assure recertification.
4. Assist clients with the WIC recertification online video to ensure completion.
5. Maintain electronic patient records and completes required reports timely.
6. Coordinates with other departments and team members in the collaboration and wrap around care for MCH clients needs. Provide outreach for MCH services and assist with establishing resources.
7. Updates and inputs patients information in the Patient Registration System at each appointment for WIC and other service needs appointments..
8. Schedules and confirms WIC patients for their appointments.
9. Verify WIC family eligibility through program requirements upon receiving referral or walk-in.
10. Administer Immunizations and update in the WIR, EHR, and WIC Case management.
11. Provide comprehensive coordinating services to pregnant women and families with children 0-5 years to improve health outcomes.
12. Assist in developing procedures, standards and care plans for MCH services.
13. Review educational materials to assess for cultural competency and educational level required for understanding for needs.
14. Review and continually update list of available community resources.
15. Assess community needs related to maternal and child health.
16. Collaborate with community providers of MCH services; assist management in program evaluation through quality assurance reviews.
17. Provide assistance in grant writing for the Community Health needs as assigned.
18. Prepare statistical and narrative grant reports as assigned for the Community Health Grants; monitor progress of achievement of grant objectives and develop and recommend remedial plans.
19. Ensure the program is being delivered efficiently and effectively.
20. Pre-plan for WIC clients being seen to ensure they get all their needs met when coming to their appointment.
21. Ensure compliance and quality of community health performance measures.
22. Utilize data sources to develop strategy and showcase program success for community health programs such as the WIC program.
23. Link the child and family into the LCO -CHC for medical needs and services.
24. Provide continual quality patient care.
25. Responsible for reporting Adverse Incidents.
26. Any other duties assigned by the MCH Coordinator with oversight by the Director of Nursing and Health Director.

**Supervision and Guidance:**

The Maternal/Child Health (MCH) Program Assistant will work under the direct supervision of the MCH Coordinator with oversight by the Director of Nursing.

**\*Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
(715) 638-5132  
(715) 634-6107 FAX

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

04/04/2019