



Maternal and Child Health Access

March 22, 2007

1111 W. Sixth Street, Fourth Floor
Los Angeles, CA 90017-1800
Tel 213. 749. 4261
Fax 213. 745. 1040
info@mchaccess.org
www.mchaccess.org

Job Announcement - Please Post

Administrative Assistant – Outreach and Enrollment

Maternal and Child Health Access (MCHA) is seeking to fill an Administrative Assistant position to provide support to our Outreach, Enrollment, Utilization and Retention of health benefits and services.

Maternal and Child Health Access

Since 1990, Maternal and Child Health Access, a community-based organization with a strong history of health education and advocacy in Los Angeles, has provided education and training on issues of access to care, particularly for low-income pregnant women and families, to community agencies and directly to Medi-Cal and other program recipients. MCHA maintains an outreach, case management and health education program for pregnant women in downtown Los Angeles, produces materials for use by clinics and agencies, offers technical assistance, advocates for individuals and develops policy analysis on issues that affect the health and well-being of women and families.

The AA position

The Administrative Assistant works extensively with the Children's Health Outreach Initiative (CHOI) data base – providing reports for the Director, inputting information for outreach workers, conducting searches for specific information and generating lists of follow-up calls needed on a tickler-type basis. He/She will also perform multiple support tasks: answering phones, filing, copying and collating, sending mailings, writing letters, phone calling, developing mailing lists, coordinating meeting dates and sites and communication and providing general support to the outreach department and Director of Outreach and Enrollment. The position will also serve as back-up to the front reception position for answering the phone during lunches and other periods.

Qualifications

- Ability to take a message accurately in Spanish - fully bilingual not necessary.
- Some college preferred
- Two years clerical experience
- Knowledge of Personal Computer systems: MS Office applications, including Word, Excel, PowerPoint, Outlook, and Access spreadsheet/database program. Knowledge of graphics programs helpful. Ability to trouble-shoot computer problems helpful.
- E-mail and Internet proficient
- Able to handle multiple tasks simultaneously
- Able to develop and use systems for rapid information dissemination (e-mail lists, computer generated mailing lists)
- Own transportation - car and insurance – required
- Detail-oriented, extremely responsible, organized and able to prioritize work assignments
- Good writing, spelling and communication skills
- Interest in health care for low income people

Hours:

40 hours weekly

Salary:

Depending on qualifications. Generous benefits.

Send resume to:

Celia Valdez, Program Director, Maternal and Child Health Access

1111 W. 6th S., Fourth Floor

Los Angeles, CA. 90017

Phone: 213 749 4261

Fax 213-745-1040

Email: lynnk@mchaccess.org – after April 1 - celiav@mchaccess.org

MCHA is an Equal Opportunity Employer. Women and people of color strongly encouraged to apply.



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Job Announcement!

Health Programs and Benefits Trainer Training and Education Department

(2) Full-Time or Part-Time

Maternal and Child Health Access (MCHA) has TWO openings for energetic individuals to train and educate staff of community-based organizations, schools, health providers and others about public and private health care programs and services. The individuals will work with existing curricula that are dynamic and require constant updates to maintain usefulness and the interest of those trained, and will help create new curricula to meet the needs of the community.

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The positions are full time (preferred) or part-time, and work out of our downtown Los Angeles office. Training takes place in conjunction and coordination with our training partner agencies, the Health Consumer Center of Neighborhood Legal Services and the National Health Foundation.

Responsibilities include

- Conducting multiple trainings monthly, sometimes alone, more often with training partners
- Contributing to revision of training materials, as necessary
- Contributing to monthly and other reports and assisting in evaluation activities
- Conducting research to maintain own knowledge of health care programs and services and to support revisions and changes in training materials
- Sharing new resources and knowledge with supervisor, ED, others in Outreach and in the rest of the organization
- Assisting Director in researching eligibility and benefits-related questions as requested
- Attending health-related community and other meetings on a regular basis

- Offering Technical Assistance to community agencies on as-needed basis, especially in relation to or as follow-up to trainings
- Occasionally, as needed, accepting calls or referrals from individuals/families to assist Outreach department and to maintain own knowledge of programs and processes
- Attending team and staff meetings for project and MCH Access

Requirements for this position:

- Extensive experience with, knowledge of and interest in Medi-Cal, Healthy Families, Healthy Kids, Los Angeles County health programs and other health care programs for low-income people. We are looking for at least one person to have experience with disability-related programs
- Bachelors Degree in human or social service field; strong experience MAY be considered as substitute
- Interest in and familiarity with policy and administrative aspects of health care programs for low income people
- At least one year's experience teaching or training
- Must work well with others
- Good public speaker
- Dynamic, energetic personality with a love of learning and ensuring that others learn
- Car and California Driver's License necessary

Salary and Benefits:

Maternal and Child Health Access offers excellent benefits, including full dental and health, 12 paid holidays, 2 float days, paid vacation and sick time. Parking is paid. Salary negotiable, commensurate with experience.

Send your resume to: Liz Ramirez, Director of Training and Education
Maternal and Child Health Access
1111 W. 6th St. Fourth Floor
Los Angeles, CA. 90017
(213) 745-1040 fax
lizr@mchaccess.org

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Job Announcement!

Health Education Coordinator Perinatal Outreach and Education Program

-Part Time, Bilingual Spanish-

Maternal and Child Health Access (MCHA) seeks an energetic Part-Time (10-15 hrs/week) Health Education Coordinator for the Perinatal Outreach and Education Program to develop and teach and/or schedule guest speakers for our weekly health education classes, order and stock health education materials and create health education displays monthly for our office.

Perinatal Outreach and Education

The Perinatal Outreach and Education Program works with pregnant and parenting women and their families in the downtown Los Angeles area who are in need of health services and comprehensive case management during their pregnancy. The program includes meetings with a case manager, home visits, extra food and clothing, transportation vouchers, assistance with public benefits, limited housing support and a breastfeeding support group. We have assisted over 1500 pregnant women and their families in the last 10 years with either short-term or long-term case management and with health education. We see “health” very broadly: weekly classes cover topics in housing and hunger/food, civil rights, advocacy, and transportation.

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The position

As part of the MCH Access’ Perinatal Outreach and Education Program (POE), the Health Educator is responsible for scheduling and overseeing the teaching of or teaching the weekly Tuesday classes. With the assistance of the Program Assistant, s/he also ensures smooth operation of the weekly classes held at MCH Access: written invitations to the speakers, follow-up calls to remind them, developing culturally-appropriate evaluations of learning

For our clients, insuring parking is provided, etc. S/he works with the MCHA-POE team, the

community representatives who attend the class, and others to ensure that what is taught is topical and important to the well-being of pregnant and parenting women in our downtown catchment areas.

The Health Educator works with the Nursing Director and the POE staff to be sure educational materials are ordered, stocked and updated as needed and as newer or better materials become available (i.e. outdated information is not being disseminated). S/he will maintain the health education bulletin board(s) in our office with topical health-related issue displays.

Qualifications

- Bachelor's degree in health education or health-related field
- Background in breastfeeding education, a Certified Lactation Educator a plus!
- Bilingual Spanish-English speaking
- At least one year's work or volunteer experience with low-income populations in a direct service role.
- Ability to work well with a team to plan and implement health-related education within the context of the whole POE program and MCHA
- Must be able to work Tuesday mornings until midday/early afternoon – other times flexible

Salary: Depends on qualifications, plus benefits. Parking provided

Application deadline: Until filled.

Send your resume to: Elena Bazini, Nursing Director
Maternal and Child Health Access
1111 W. 6th St. Fourth Fl
Los Angeles, CA. 90017
(213) 745-1040 fax
elenab@mchaccess.org

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PLEASE POST - 3-28-07

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Job description

Community Outreach Worker – Enrollment and Retention in Health Coverage Programs Bilingual – Korean/English

Maternal and Child Health Access (MCHA) seeks an energetic Korean-speaking Outreach Worker for Outreach, Enrollment, Retention and Utilization (OERU) activities within our Outreach and Enrollment department. The person hired will be a pioneer within MCHA in reaching the Korean and Korean American community near our offices and countywide.

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The position

The Community Health Outreach Worker is a unique position. She/he is trained to offer information and assistance with programs available to low and moderate income residents of Los Angeles, such as Medi-Cal, Healthy Families, Healthy Kids, and county-based subsidized programs. The position functions as both an educator about the health programs and an ombudsman to the client for problems which may occur in the system as the Outreach Worker assists the client to enroll or “troubleshoots” an existing application, and follows up on whether or not the client was enrolled in the program. S/he is part of a dynamic outreach and education team including 5 Community Health Outreach Workers, one Administrative Assistant and the Project Director. The position reports to the Project Director.

The Community Health Outreach Worker seeks opportunities within the Korean Community in Los Angeles County to provide OERU information, working with established Korean outreach groups and clinics who have provided this assistance in the past. She/he enters data in the Los Angeles County Department of Public Health, “Children’s Health Outreach Initiative” (CHOI) data system and retrieves information from this system as necessary.

Qualifications

- Bilingual in Korean and English
- Prefer that applicant be qualified as a Certified Application Assistor with the State Department of Health Services
- At least one year active experience with enrollment, retention and trouble-shooting of health care benefits programs for low-income people, familiarity with health care for working populations and with non-enrollment health care services for immigrant populations
- Responsible - able to work independently and with minimal supervision
- Attentive to detail and the confidential nature of the information that personnel will receive
- Flexible with issues of space and working conditions and open to modifying job duties
- Knowledge of Personal Computer systems to conduct data entry, find cases and use the computer system to manage tracking, reminders and other procedures. E-mail and Internet proficient
- Able to handle multiple tasks simultaneously
- Own transportation - car and insurance – required
- Detail-oriented, extremely responsible, organized and able to prioritize work assignments
- Good writing, spelling and communication skills
- Interest in health care for low income people

Salary: Depends on qualifications, plus good benefits, including holidays and vacation. Parking provided

Application deadline: Until filled.

Send resume to: Lynn Kersey, Executive Director
Maternal and Child Health Access
1111 W. 6th St. Fourth Fl
Los Angeles, CA. 90017
(213) 745-1040 Fax
lynnk@mchaccess.org

After 4-2-07, if position not filled:

Celia Valdez, Director
Outreach and Enrollment
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