



## TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

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### POSITION DESCRIPTION

#### MATERNAL AND CHILD HOME VISITING PROGRAM SENIOR COORDINATOR/MANAGER

**Reports To:** Public Health Officer

**FLSA Status:** Full-Time, Exempt

**Revised Date:** 1/30/2026

**Prepared By:** Human Resources

**Salary Grade:** \$80,000 DOE

**Board Approval:** 10/1/2025

#### Position Summary:

In July 2025, the Tule River Indian Health Center, Inc. received a Tribal maternal, infant, and early childhood home visiting grant from the Administration for Children and Families within the Department of Health and Human Services. The grant has a 5-year funding period, from July 2025 through June 2030, and will allow Tule River Indian Health Center Inc. to offer home visiting services to our patient population on the Tule River Reservation and in Tulare County. In the first grant period, through September 2026, staff will assess the needs of the community, form a community advisory committee, and collaboratively select an evidence-based home visiting model to implement throughout the rest of the grant period.

The Maternal and Child Home Visiting Program Senior Coordinator/Manager will be responsible for planning, designing, implementing, and managing this project under the leadership and direction of the Public Health Officer. The Maternal and Child Home Visiting Program Senior Coordinator/Manager will be responsible for ensuring the quality and reliability of targeted maternal health programs and work closely with individuals and families to promote maternal and child health. The Maternal and Child Home Visiting Program Senior Coordinator/Manager will provide daily leadership to the program, including supervising all maternal and infant home visitors and other staff within the Maternal and Child Health Program, coordinating maternal health initiatives, collecting data, measuring performance, and completing grant reporting and evaluation. The Maternal and Child Home Visiting Program Senior Coordinator/Manager must also assist in the development of policies and procedures to provide reflective supervision program-wide, ensuring fidelity to the home visiting model. The position requires collaboration with other Tule River Indian Health Center Inc. leadership, including the Board of Directors, and other Tule River Tribal leaders to address the maternal and child needs of the community and improve overall outcomes.

#### Essential Duties and Responsibilities:

1. Oversee the Maternal and Child Health Program, including daily direct supervision of home visitors and other program staff (expected to be 3 full-time positions).
2. Lead the completion of the Community Needs and Readiness Assessment and Implementation Plan in the first grant year.
3. In partnership with the Administration for Children and Families, a division of the Federal Department of Health and Human Services, monitor and maintain grant compliance, fiscal accountability, and home visiting model fidelity, ensuring all requirements are met and program goals and objectives are reached within the specified due dates.
4. Develop, implement, and monitor the Tribal Maternal, Infant, and Early Childhood Home Visiting program Implementation Plan, including completing accurate reports that identify progress in meeting program goals and performance standards.
5. Ensure effective enrollment, assessment, engagement, and retention of families, including the development of a family engagement and retention plan.

6. Ensure Maternal and Child health promotion and disease prevention services are provided to individuals and families in a variety of settings, appropriate to client age, development, risk, geographic location, and culture.
7. Supervise staff in a manner that motivates and enables them to perform their job effectively and efficiently while fostering a team-oriented approach.
8. Collaborate with the finance department and the Public Health Officer to develop and monitor a budget.
9. Assist in establishing baseline data for evaluating Maternal and Child health care services and participate in policy development and enforcement.
10. Provide Maternal and Child health care coordination for individuals and families through referral, collaboration, and liaison activities with local service providers and community agencies or organizations.
11. Assist in the training of assigned staff; direct and delegate functions as appropriate for their training.
12. Set up special programs; participate in community and health organizations, and advocate for those who cannot act on their own behalf.
13. Coordinate and oversee efforts to assess the Maternal and Child health status and health practices of the patient population.

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**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge, Skills, and Abilities:**

1. Ability to work with varying levels – health professionals, community members and tribal leaders will be required. Academic or professional experience with grants management, administration, and data collection is highly preferred. Familiarity with public health programs frameworks such as policy, systems and environmental (change) and policy development is preferred.
2. Excellent communication skills, analytical skills and ability to see the big picture to lead a new program.
3. Ability to delegate duties, set performance standards, and ensure all program staff are accountable.
4. Ability to recognize problems early and engage the team in finding solutions early.
5. Ability to effectively communicate with diverse populations, especially expectant mothers, parents, and families.
6. Ability to build partnerships with community organizations, leaders, and partners from various cultural backgrounds to ensure the program is inclusive and accessible to all families.
7. Demonstrate the ability to work independently and reliably, particularly in coordinating maternal health services and transport.
8. Ability to maintain accurate records, prepare reports, and ensure all maternal health information is handled confidentially and properly documented.
9. Knowledge related to maternal and child health and/or early childhood development theory and practice.
10. Ability to work with families and understand the cultural sensitivities surrounding maternal health in a Native American community.
11. Must maintain a professional appearance and attitude while engaging with patients and their families.

**Requirements:**

1. Possess a Valid California Driver License,
2. Must be insurable with the Tule River Indian Health Center Inc. Insurance Agency.
3. Must pass pre-employment drug & alcohol screen, pre-employment physical, and background.

**Supervisory duties (if any):**

Will oversee Maternal and child home visitors and potential program coordinator.

**Education and/or Experience:**

1. Any combination of the following:
  - a. A doctorate degree in a related field, such as a PhD in education or social work, or a Doctor of Public Health.
  - b. A bachelor's degree in a related field, such as public health, education, or social work, and at least two years of supervisory experience.
  - c. A master's degree in a related field, such as public health, education, or social work, and at least one year of supervisory experience.
  - d. Registered Nurse and at least one to two years of supervisory experience.
2. Two years or more of related experience in healthcare; experience in maternal health or public health is preferred.
3. Professional or lived experience in Native American communities, especially as in relation to health, is preferred.

#### **Certificates, Licenses, Registrations:**

1. Must have a valid California driver's license, a good driving record, and the ability to be insurable with the Tule River Indian Health Center Inc. insurance agency.
2. First Aid/BLS/CPR certification required or must be obtained within 3 months of hire.

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**Physical Work Environment:** *The description provided here is representative of those conditions in which the Maternal and Child Health Program Coordinator/Manager will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Maternal and Child Health Program Coordinator/Manager is situated in a standard office environment within the health center, which there is little or no exposure to variations in the weather or other similar elements. Maternal and Child Health Program Coordinator/Manager will move throughout the health center to meet with supervisors and co-workers but maintains limited direct patient/client contact. Maternal and Child Health Program Coordinator/Manager:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Possess the ability to use standard office equipment to write, type, copy, fax, or perform other duties.
3. Possess the strength to lift and carry supplies weighing up to 10 lbs., repeatedly and/or up to 25 lbs. intermittently.
4. Possess the visual acuity to read printed materials and a computer screen for long periods of time; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate and translate in person and over the telephone effectively as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, and toxicants found on-site.

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**Disclaimer:** *This position description lists the major duties and requirements for the Maternal and Child Health Program Coordinator/Manager position as established by subject-matter experts at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

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**Employee Affirmation:** *I have thoroughly read the attached position description for the position of Maternal and Child Health Program Coordinator/Manager. Any verbal explanations that I have requested concerning the*

*information in this position description were provided to me to my satisfaction. Subsequently, I affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties, responsibilities, and tasks outlined herein.*

Employee Name (Print)
Employee Signature
Date