



## **Obstetrics (OB) Coordinator**

### **Job Description**

#### **Overview:**

Under the general direction and supervision of the Operations Director (OD) or assigned Office Manager (OM) by OD. The position provides support to pregnant and postpartum women which includes those with opioid use disorder (OUD).

#### **Minimum Qualifications:**

Medical Terminology, additional preferred qualifications listed under Knowledge, Skills and Abilities

#### **Education**

High School Diploma or Equivalent

#### **Experience**

Prefer Community Health Worker or Medical Assistant

#### **Essential Functions:**

1. Capacity to work 8 hours per week.
2. Learn current OB care, electronic records documentation and software for running reports to identify patient eligibility.
3. Train in knowledge of community resources for addressing social determinants of health, housing, transportation, food resources, and support services for recovery.
4. Screen all new patients to gather medical and obstetric history including screening for early identification of patients with OUD (opiate use disorder).
5. Develop a roster of patients with high-risk conditions, including OUD for tracking attendance with office visits.
6. Develop rapport with patients on that list. Provide them with resource information and encouragement to attend local recovery resources, transportation assistance.
7. Weekly review of roster followed by reaching out if the patient has not attended their routine visits.
8. Plan, launch, and market a local collaboration with Moms Heal Together recovery group who currently provides support in Lawrence County. Assist patients to attend.
9. Develop a communication pathway with OB physicians so that when patients deliver, the OB Care coordinator is aware and can ensure follow-up appointments for mother and baby are scheduled and attended.
10. Assist with providing resources and access to family support services.
  - a. Enrollment in Pregnancy Cares program with the state.
  - b. Enrollment in Nurse Family Partnership for first-time mothers or Healthy Families.
  - c. Referral to Moms Heal Together.

- d. Engagement with local recovery services (Safe Haven, Grace Haven, Love Never Fails). Try to set up a Peer Recovery Coach relationship.
11. Identify an OB patient with an interest in becoming a medical assistant and assist them in accessing education resources and childcare that helps them achieve that goal.

**Knowledge, Skills and Abilities**

Technically proficient computer skills with Microsoft Office Suite (Word, Excel, PowerPoint). Proficient with website and social networking

Thorough knowledge of common office equipment (copier, fax, printer, scanner, etc.). Excellent oral and written communication skills.

Ability to organize and prioritize tasks.

Ability to work under pressure and meet deadlines.

Strong analytical, attention to detail, and problem-solving skills. Ability to work independently and as a team member.

**Immediate Supervisor:**

Assigned Office Manager

**Physical Demands/Working Conditions:**

General office/clinic conditions are pleasant; good, clean working conditions where accidents and hazards are negligible; requires short periods of moderate lifting, pushing or pulling objects up to twenty pounds.

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_