



HARDIN COUNTY REGIONAL HEALTH CENTER

Lifespan Health Center Job Posting

POSITION: Maternal Care Coordinator/Navigator

REQUISITION: #1288

LOCATION: Adamsville

Posting Date: 5/7/25

Expiration Date: open until filled

Department: Quality

Salary Range:

Reports To: Dual reporting to Quality Improvement Manager and the GrowWell TN

Maternal Care Project Director

Status: Exempt

Position Hours: Monday – Friday, 8:00am-5:00pm w/required lunch break

****Travel in various West TN counties will be expected.****

POSITION SUMMARY: Responsible for developing, coordinating, implementing and evaluating program activities in West Tennessee related to maternal and perinatal health in rural counties. Works as part of a larger regional team of multi-sector partner agencies to improve and increase access to care for pregnant women and new mothers during and after pregnancy.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Serves as a liaison between customers and other regional maternal care programs.
2. Helps customers resolve questions, problems and issues.
3. Collaborates with customers to determine best products or services for their needs.
4. Provides technical assistance to customers to promote self-sufficiency or skills.
5. Serves as the coordinator for assigned grant-related activities.
6. Coordinates events for program activities and recruits other program staff to cover events.
7. Ensures patient confidentiality and provide patients with needed information.
8. Performs other duties as may be requested to assist in keeping the organization compliant with all applicable standards.

SPECIFIC DUTIES/RESPONSIBILITIES:

1. Able to understand and compose complex written materials.
2. Able to exercise independent judgement with tact and diplomacy in all situations.
3. Must be able to assess the needs of customers and respond appropriately.
4. A strong ability to integrate knowledge and theory into practice.
5. Able to demonstrate skill in organization, coordination, and time management.
6. Must be able to provide effective instructions to customers.
7. Must be able to communicate verbally in an effective and positive manner with customers.
8. Must be able to demonstrate effective communication and negotiating skills with and between individuals and groups of people from all socioeconomic backgrounds, including fellow employees, social services providers, business entities, and students and their families.
9. Must have excellent influencing, consultative, and coaching skills.

10. Other skills required include project management, consensus building, problem resolution, and strategic and tactical planning.
11. Must be proficient in the Microsoft Office program or programs and able to learn and become proficient with on-line computer applications and software.
12. Able to operate a computer and other standard office equipment.

EDUCATION/EXPERIENCE:

1. Bachelor's degree required, preferably in health, social service, or related field.
2. MA/MS degree in a health-related field preferred.
3. Minimum of three years' experience is preferred.
4. Current & valid driver's license, proof of auto insurance, and must have own transportation.

TO APPLY:

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

EQUAL OPPORTUNITY EMPLOYEE

It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.