Position: Maternal and Child Health Coordinator/School Liaison
Department: Health Department
Supervisor/Hiring Manager: Health Administrator
Schedule: 8:00 AM to 4:00 PM, M-F
Status: Non-Exempt, Hourly, Full-time
Position Funding Source: Health First Indiana

Last Revised: December 1, 2025

The **Mission** of the Ripley County Health Department is to promote individual and environmental health, prevent injury and disease in the community, assure emergency preparedness, and preserve vital records. We advocate for the health of the county, and we value evidence-based practices, stakeholder partnerships, and transparency.

The **Purpose** of this position is to provide fetal and infant health and safety education to family members and child care workers, including instruction on safe sleep practices, car seat safety, and tobacco cessation. Additional responsibilities include assisting the Ripley County Health Department Clinic and performing other duties as assigned.

Essential Functions:

Individuals must be able to perform the essential duties of this position satisfactorily and work in the environmental conditions required. The functions listed below are not intended to be an exhaustive list of all responsibilities, duties, and skills required, and additional duties may be assigned as necessary to support the mission of the Ripley County Health Department. The Health Department provides reasonable accommodations to employees with known disabilities who are able to perform the essential functions of their position, unless doing so would impose an undue hardship. For consideration, please complete the Ripley County Employment application and submit a resume to the Health Department Administrator. For further questions regarding this position, contact the Health Department Administrator at healthadmin@ripleycounty.in.gov.

Maternal and Child Health Coordinator Duties:

- Maintain current knowledge of statutory codes and industry best practices related to maternal and child health and safety
- Maintain awareness of community needs and risks regarding maternal and child health and safety
- Qualify as an instructor for Safe Sleep and Safe Sitter programming within two months of hire and become a certified car seat technician within six months of hire
- Attend regular professional education workshops and training seminars as required
- Effectively advertise services within the community to reach vulnerable and at-risk populations
- Interact comfortably with individuals of all ages, including infants, toddlers, children, adults, and senior citizens
- Provide education to individuals, families, and organizations on-site, in the community, and in homes
- Create and distribute information packets—such as birth packets or referral packets—to community stakeholders and referral sources as needed
- Proactively seek grant funding for maternal and child health–related services
- Complete all state and county reporting requirements
- Accurately maintain records of individuals served and keep accurate records of the Maternal and Child Health Voucher program
- Provide data upon request to the Health Administrator, Health Officer, Health Board, or the State of Indiana
- Occasional evening and weekend hours required
- Regular travel required; must have reliable transportation and be able to operate a motor vehicle and maintain accurate mileage logs
- Represent the Ripley County Health Department on the Southeastern Indiana Fetal and Infant Mortality Review (FIMR) Team by attending all meetings and providing additional support to the FIMR Coordinator as needed

School Liaison Duties:

- Work with school nurses and administrators to conduct biannual needs assessments and assist with fulfilling school requests for support
- Teach classes in personal hygiene, tobacco cessation, suicide prevention, anti-bullying, and environmental awareness using provided curriculum
- Assist schools with health fairs and immunization clinics upon request

Clinic Duties:

- Enter immunization records into the Children and Hoosier Immunization Registry Program (CHIRP)
- Provide immunization records to clients upon request
- Assist with on-site and off-site vaccination clinics as needed
- Provide coverage for immunizations and allergy shots in the absence of the Public Health Nurse
- Scan and submit insurance information for claims processing

General Support Duties:

- Draft professional correspondence, accurately enter data, write reports, and complete forms
- Answer and transfer phone calls promptly and courteously
- Read and comprehend training materials, statutes, and operational procedures
- Operate standard office equipment (examples: computers, printers, telephones, copiers, laminators, fax machines) and special equipment (examples: cameras, ID card printers, etc.)
- Create and manage documents and data using Microsoft Word, Excel, PowerPoint, and Publisher
- Pick up, sort, and distribute mail
- Provide exceptional customer service by responding to inquiries and making appropriate referrals to outside agencies for services not provided by the department
- Attend all department meetings and off-site training sessions as needed
- Occasionally assist other departments by issuing birth and death certificates; processing birth certificate amendments, paternity affidavits, genealogy research, and burial permits under the supervision of the Vital Records Registrar; providing knowledgeable guidance on environmental applications and processes; and processing payments and issuing receipts

Environmental Conditions:

- Work effectively in an office environment as part of a collaborative team
- Maintain professionalism when dealing with difficult customers
- Meet physical requirements including lifting up to 20 pounds and standing for extended periods
- Travel occasionally within Ripley County and other counties in Indiana
- Conduct classes in clients' homes, schools, and community meeting spaces throughout Ripley County

Skills:

- Strong self-starter with the ability to manage time effectively and proactively engage clients
- Excellent organizational skills, with the ability to file and retrieve records efficiently
- Ability to report activities accurately and in a timely manner
- Ability to track statistical trends
- Professional verbal and written communication style
- Able to receive and apply feedback constructively

Required Qualifications:

- Valid Indiana Driver's License
- High School Diploma or equivalent

Preferred Qualifications:

- Registered Nurse, Licensed Practical Nurse, or Medical Assistant or degree in Public Health or related field preferred
- CPR and Stop the Bleed Instructor preferred

Pay and Benefits:

Pay is commensurate with education, experience, and medical qualifications. This is a 35-hour work week; however, daily work schedule is flexible. Benefits for full-time employees include:

- Paid holidays, personal time, vacation, and sick leave
- Compensatory time for hours worked over 35 per week
- Health, dental, and vision insurance
- Participation in the Public Employee Retirement Fund (PERF)