

# Prenatal Program Coordinator

Commission on Economic Opportunity (CEO)

Troy, NY

Other

Posted on April 15, 2021

---

## Job Description

**Location:** Troy, NY

**Benefits:** Yes

The Commission on Economic Opportunity (CEO) has an opening for a full-time Prenatal Program Coordinator in our Babies in Waiting Program. The Babies in Waiting (BIW) program, is part of CEO's Early Head Start services. It helps support expectant mothers as they navigate the period leading up to the baby's birth.

## Responsibilities

The Prenatal Program Coordinator will be responsible to provide case management and home base services to 19 pregnant women. Responsibilities include recruiting and enrolling participants for the program; conducting home visits for each client; providing pre- and post-natal information to clients, as well as other fetal development resources; and planning and conducting monthly socializations for clients.

## Qualifications

Bachelor's degree in Human Services, Health, or a related field and experience working with pregnant and parenting moms. Knowledge of community resources, case management experience, and excellent communication skills required. A clean driver's license and daily access to a vehicle is also required.

**Preferred:** LPN certification and experience associated with prenatal care preferred. Bilingual a plus!

## Application Instructions

Please apply online via our online career center, <https://www.ceoempowers.org/about/join-us/>

Call: 518-272-6012, ext. 301

Email: [ceohr@ceoempowers.org](mailto:ceohr@ceoempowers.org)

## Additional Information

### Check out our benefit package! CEO offers:

- Medical, dental, vision
- Free access to a Telemedicine provider
- Paid Time Off
- Professional development during work hours
- Paid Planning time off for classroom staff
- Consideration for Public Service Loan Forgiveness Programs
- Employee Assistance Program (EAP)

**Pre-Employment Requirement:** Please note that applicants for this position will be required to complete standard background clearances, which include fingerprints, New York State Child Abuse clearances, a physical, TB Test, a Motor Vehicle Report (MVR) search and a pre-employment drug screen.

**EOE/AA**