

POSITION DESCRIPTION

TITLE: Community Care Coordinator

REPORTS TO: Healthy Communities Manager

LOCATION: Moses Lake, WA

DATE: 11/23/2021

CLOSING: First review of applications will occur on December 6, 2021

Do you enjoy working with the public, to contribute to the health of your community and have experience or education related to patient care coordination? The Grant County Health District (GCHD) is hiring a Community Care Coordinator. The Community Care Coordinator will play a critical role in GCHD's service coordination and community outreach to vulnerable residents. The selected individual will be classified as a Health Educator I or II depending on education and experience. See the list of Knowledge and Abilities to determine if this position is a good fit for you!

GCHD is the local public health district serving Grant County, WA located in beautiful North Central Washington State. The health district is governed by the Grant County Board of Health. To learn more about GCHD's programs and services visit www.granthealth.org or on Facebook at <https://www.facebook.com/GCHD.WA>.

ESSENTIAL FUNCTIONS

The goal of care coordinator is to reduce unnecessary contacts with emergency departments and unnecessary inpatient hospitalizations while removing barriers to outpatient services and healthy outcomes. The initial work for this position will be focused on residents impacted by COVID, however as the pandemic slows there will be other opportunities to explore for this position.

This position is the result of a collaborative effort by WA State Department of Health and local public health agencies across the state to create a network of Care Coordinators.

KNOWLEDGE AND ABILITIES

Examples of duties include, providing appropriate linkages, referrals, coordination, and follow-up for resident support.

- Ability to develop a network for food, temporary housing, and other needs for residents while in isolation and quarantine.
- Ability to develop a care coordination system with community partners to address the needs of residents during the COVID pandemic and beyond.
- Ability to service on the Grant County Homeless Taskforce.
- Ability to participate in the Grant County Syringe Services Program.
- Ability to communicate and collaborate with healthcare facilities of patient care.



- Knowledge on how to provide community education and provide health information to relevant organizations and groups.
- Ability to work closely with community resources and organizations in coordinating client services.
- Knowledge on patient advocacy who may be vulnerable or need additional support.
- Ability to complete and file all documentation as required in a timely manner.
- Ability to ensure releases of information and other required documents are completed and filed.
- Attend provider team meetings to promote collaboration of service and treatment providers.
- Details, details, details. Do you triple-check emails before hitting send, dread misspellings, never overlooking the small but crucial things that form great relationships? Mention “peppermint mocha” somewhere in your application and let us know you aren’t the skimming type.
- Ability to further individual education by staying informed of industry trends, learning new skills, and sharing relevant information with others, taking advantage of professional development activities when possible.

MINIMUM QUALIFICATIONS

Bachelor’s degree in human services, public health, or related field. In addition, at least two years of experience in human services, care coordination, or public health.

Demonstrated relevant education may replace the one year of experience in human services, care coordination, or public health. Demonstrated relevant experience of five or more years may replace the bachelor’s degree requirement.

PREFERRED QUALIFICATIONS

The most competitive applicants will have a master’s degree in public health, public administration, human services, or related field and demonstrated expertise in public and behavioral health.

AND

Demonstrated experience in the following:

- Managing numerous complex issues and projects simultaneously
- Building relationships with external partners
- Developing written communication products
- Understanding public health theory and application
- Communicating health messages
- Using marketing strategy to change health behavior
- Microsoft Office Suite

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

This position is non-exempt and should require minimal supervision. The work week is normally 8-5, Monday-Friday, but may be adjusted based on GCHD needs to include some evenings and weekends. GCHD is a family friendly organization, and we strive to create a work week schedule that works best for the employee while meeting GCHD needs.

Work is performed primarily in an office and community settings. Physical requirements of the position include speaking, hearing, seeing, sitting, walking, stooping, standing, lifting up to 50 pounds, writing, and driving; use of hands to finger, handle, feel or operate objects and equipment; reach with hands and arms.

Must have or obtain a valid Washington State driver's license within 30 days of employment and have a car for job related travel. GCHD does maintain a fleet of company vehicles for employees use to conduct GCHD business. All employees are required to show proof that they maintain liability auto insurance.

Must prove or obtain immunity to GCHD for required vaccines within 30 days of employment.

On August 9, 2021, Governor Inslee exercised authority under the current COVID-19 state of emergency to require all healthcare providers and all employees, contractors, volunteers, and providers of goods and services who work in a healthcare setting, to be fully vaccinated (Proclamation 21-14). This position has been identified as requiring the COVID-19 vaccination, proof of full vaccination against COVID-19 must be provided to be considered for this position.

It is the policy of GCHD to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.

ANNUAL SALARY AND BENEFITS

Salary Range for Health Educator II Job Classification: \$47,957 - \$64,177 per year or Health Educator I 44,535-59,598. GCHD has a six-step salary matrix.

Benefits: Public Employees Benefits Board (PEBB) Insurance coverage includes health, dental, vision, and life for employee and dependents, as well as Public Employees Retirement System (PERS) benefits for the employee. **GCHD pays for employee's PEBB premium. Employee pays a portion for family coverage.**

Training and Career Development: Our agency will encourage your professional growth by providing you with training and career development opportunities to include employer paid continuing education credits.

Think you're a fit?

Apply by email: rmorfin@granthealth.org be sure to submit a resume, cover letter, and application to Rita Morfin, 509.766.6519

- An application is **required**. Please fax, email rmorfin@granthealth.org, or mail the completed application to: Grant County Health District, 1038 W Ivy, Moses Lake, WA 98837
- Apply in person at the Grant County Health District, 1038 W Ivy, Moses Lake.
Electronic Application: <https://granthealth.org/wp-content/uploads/2021/03/Binder2.pdf>

Questions? Contact:



Maria Vargas, Healthy Communities Manager, mvargas@granthealth.org

Grant County Health District is a tobacco-free hiring agency.
