

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: HRSA PROJECT COORDINATOR
DEPARTMENT: PUBLIC HEALTH
SUPERVISOR: DIABETES – EDUCATION PROGRAM MANAGER
CLASSIFICATION: FULL TIME NON-EXEMPT

POSITION SUMMARY:

The Project Coordinator is responsible for implementing the goals, objectives and requirements of the HRSA-funded diabetes education program. Project Coordinator will be in charge of the day-to-day operation, data management to ensure documenting, tracking and data collection necessary to follow participants' progress in achieving their health goal. The Project Coordinator (PC) must be able to manage multiple projects and deadlines and work with evaluator and community partners concurrently. Duties include building and maintaining relationships with partners to expand program accessibility to all LCTHC patients. Duties will also include leading evidence-based workshops in the community, scheduling workshops and recruiting leaders. Implementation of the grant goals activities, objectives, and goals such as leading the Network Partners and Community Advisory Meeting. Finally, PC will be in charge of completing the 4-year strategic plan and annual grant reports.

ESSENTIAL FUNCTIONS:

Chronic Disease Self-Management Education (CDSME)

- In charge of administrative details and program management, including maintaining licensing, quality assurance and model fidelity, ensuring training requirements and all levels of program evaluation.
- Works closely with leaders and project sites to schedule evidence-based workshops and leader trainings within timeline requirements and with attention to detail. Coordinates and supports scheduling workshops, participants' recruitment, workshop implementation and data collection.
- Provide in-person and telephone support to facilitators to ensure fidelity of the evidence-based model and satisfaction with program participation; ensures facilitators are utilizing and submitting workshop/participant evaluation surveys.
- Responsible for co-leading evidence-based workshops on-site, tribe sites and other community locations.
- Develop an Outreach and Recruitment Kit to encourage participation from LCTHC patients and achieve grant enrollment goals.
- Assist on data collection, implementation and evaluation of the Chronic Disease Self-Management Education (CDSME).
- Develop CDSME Program Fidelity Plan, submit program data reports to Self-Management Resource Center on time. Monitor workshop implementation to ensure fidelity by leaders.
- Ensure participants enrolled in the CDSME are screened for social determinants of health.
- Ensure participants who complete the CDSME are enrolled in the after-care program such as Walk with Ease, HomeMeds, What Can I Eat and the Spirit Strengthening Workshops.
- Complete follow-ups to ensure participants report on levels of increased self-efficacy in managing their chronic conditions, increased level of physical activity and/or improved social connections.
- Complete analysis of clinical health outcomes for A1C, weight maintenance, and blood pressure maintenance with at least 10% of CDSME participants and after-care completers after 3 months of participation demonstrating improvement and/or maintenance.

American Diabetes Association Accreditation

- Complies with paper-work required for American Diabetes Association Accreditation.
- Participates in Continuous Quality Improvement efforts.

Network Partner and Community Advisory

- Builds and nurtures relationship with our 6 local tribes and partners to introduce and embed evidence-based programs.
- Organize regular meetings with Network Partners and Community Advisory to work on policies, system issues, and environmental changes to support LCTHC patients attending CDSME workshops.
- Facilitation of the Consortium meetings by creating agendas, providing updates and other notifications, and following-up on moving forward project activities and point of contact for daily operations.

- Hold regularly schedule monthly meetings through strategic planning , implementation and evaluation of the program
- Lead Quality Assurance (QA) supported by Data Manager and Project Evaluator.
- Review Project activity data, compare interim results to targets and pinpoint concerns.
- Hold monthly meetings with Evaluator and Project Director to review data and ensure data is being collected in a timely manner.
- Organize corrective action and troubleshooting, compare activities and interim results to performance targets and report on progress at monthly meeting with Program Evaluator and Program Director.
- Manage multi-program database, i.e., evidence-based workshop information, grant deliverables, etc.
- Maintain client records. Collect and input data to track program outcomes and complete reports for statistics and grant requirements.

Grant Management

- In-charge of completing 4-year strategic plan.
- In-charge of yearly progress report for grant funding.
- Attends Annual Partnership Meeting for grant requirements.
- Attends monthly team meetings with program director, program evaluator and grant officials.

Others

- Relate well with Native American Communities and have concern for their well-being.
- Maintain regular communication with supervisor, team members and community partners.
- Work with the medical clinic, behavioral health and other departments at LCTHC for health information, education and resources for our Native patients. Make referrals for clients to other services.
- Assist with LCTHC Public Health Diabetes Annual events, such as Kwa Xho Community Garden Blessing and Walk to Stop Diabetes
- Willing to travel throughout Lake County and out of the area for business purposes. Classes and events may be at LCTHC offices or off-site. Off-site locations include the Rancheria of the 6 local federally recognized Native American tribes
- Willing to work full time. Regular work schedule with some flexible work hours as approved by manager to help support evening and weekend community events.
- Provide customer service to our clients. Maintain confidentiality.
- Assist with facilitating Digital Stories Workshop as needed.
- Other assignments as need it by department.

EDUCATION, EXPERIENCE, CERTIFICATES AND LICENSES:

- Bachelor degree in related Public Health, Health Promotion Field, Master Degree preferred
- At least 1-2 year of experience with Program Management
- Strong Preference for bi-lingual capability (Spanish)
- Knowledge of Evidence-Based Programming preferred
- Highly motivated with minimal supervision and enthusiastic about working in a team environment and network to improve lives of all LCTHC patients
- Strong verbal and written communication skills
- Strong computer skills
- Current CPR and First Aid card
- Valid CA driver license
- Experience with the use of computer, email, telephone, voice mail and fax machine.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 25% of time is spent working at a desk. Balance of time (approximately 75%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses kitchen utensils and knives, stove tops, ovens, barbeque grill and other heated cooking equipment. Use of standard office equipment, including computer, telephone, calculator, copiers, and

fax. Work is performed in an office/clinic environment and outside with exposure to different weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date