

Humboldt IPA Job Description

School Based Health Center Coordinator

Purpose:

The School Based Health Center (SBHC) Coordinator works closely with the Program Director, IPA Medical Director, and school administrators to ensure operation procedures are established and maintained. The School Based Health Center Coordinator provides assistance to all SBHC staff and partners.

Responsibilities:

- Assist in the day to day activities as necessary to ensure SBHC operations are performing as expected
- Assist is staff scheduling to ensure SBHC services are available during posted hours of operation
- Assist in data analysis to support SBHC. Maintains data to support goals and objectives
- Able to advocate student needs related to health issues, infrastructure, and programs
- Monitors enrollment, insurance information, physician visits, and assessments for all students
- Actively participate in QI activities to promote efficiency and continuity of care in the SBHC's.
- Provides assistance to SBHC administrators, school administrators, and SBHC staff to implement and improve center services
- Maintain a functional relationship with the schools, parents, and school based health center staff
- Demonstrate effective communication with Priority Care Center, Humboldt Independent Practice Association, school staff and administrators, contractors, and stakeholders. Attends scheduled meeting with staff, administrators, and stakeholders, and compose meeting minutes.
- Assist with and participate in activities to support health promotion in the classroom including peer education programs, campaigns, and other events
- Participate in activities to support SBHC enrollment, such as new student orientation, welcome back events, Back to School Night, Open House, etc.
- Coordinate services to support other projects correlated with the SBHC's
- Initial outreach to parents/student upon enrollment, welcome, very demographics, and insurance verification
- Monitor clinic supply inventory system to ensure SBHC's has necessary supplies
- Managing incoming IPA electronic fax queue for School Based Health Center and move documents to students account in eCW, filing/routing documents, etc.
- Data entry
- Answer, refer and/or follow-up via telephone, fax, email and mail with parents questions related to the program and specific needs of the patients. Triage to the appropriate RN Care Coordinator or provider as indicated
- Keep up to date with current community recourses available for students and parents
- Other duties as assigned

Qualifications:

- Project coordination experience; working on projects across organizations preferred

- Experience in a professional environment and structure
- Present a professional image at all times in public and within a work setting
- Bachelors in Public Health or similar field is preferred but not required
- Experience working with children, adolescents and young adults
- Knowledge of the community and school's populations culture
- Strong communication and writing skills
- Strong presentation skills
- Ability to be a self-starter, quick learner, prioritize effectively, organize workload, meet deadlines, be flexible, pay attention to detail, work independently and function effectively as part of a team
- Experience with working across organizations and/or stakeholders
- Experience with recording and organizing meetings and schedules
- Proficient computer skills, including Microsoft Word, Excel, and Power Point,
- Compassion, patience, flexibility, curiosity, initiative and accountability

Employment Status:

- Full time, 40 hours per week, benefited position