

**Agency Description:** *Describe your agency***Position Summary:**

Works as part of an interdisciplinary patient care team to provide culturally and linguistically specific services to clinic patients. Conduct community outreach, education, and navigation services on behalf of clinic patients and families. May provide specialized services depending on area of assignment.

**Essential Duties:**

No.	Major Functional Area (MFA)	<b>% of Time</b> <small>NOTE: This is flexible depending on area of assignment</small>
1	<b>MFA:</b> Working as part of clinical care team <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>• Work in collaborative and integrated relationship with members of client care team to provide culturally and linguistically specific services, including (but not limited to)               <ul style="list-style-type: none"> <li>○ Referrals and “warm hand-offs” to social service and support agencies such as WIC, SNAP, Medicaid, and other community-based programs</li> <li>○ Follow-up on appointments, specialty and social service referrals</li> </ul> </li> <li>• Provide chronic disease self-management education and support as identified in client care plan</li> </ul>	60%
2	<b>MFA:</b> Community connection to care team patients <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>• Meet with patients in community settings as needed and desired by patients</li> <li>• Facilitate enrollment and participation in medical and social assistance programs, such as Medicaid, WIC, and other community-based programs</li> <li>• Improve and facilitate access to and utilization of internal and external services, resources, and programs</li> <li>• Serve as a member of an identified project and/or interdisciplinary team, committee, coalition, etc. working to provide demographically appropriate outreach to identified populations</li> </ul>	30%
3	<b>MFA:</b> Data Collection, Reporting, and Evaluation <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>• Review and utilize program-relevant data systems to assist in service delivery, monitor health status indicator measures, and program outcome compliance, improvement, and evaluation</li> <li>• Complete or contribute to program reports as required and assigned. Maintain compliance with Federal, State, County and other program elements, requirements, deliverables, etc.</li> </ul>	10%
<b>Percentages should total 100%</b>		<b>100%</b>

**Special Requirements:**

- Bilingual Spanish-English (or other language) may be required depending on position. (NOTE: This could also be a “Desired Qualification” depending on role and position; may also need to be biliterate.)
- Valid **XXX** Driver’s License
- *Any other desired or needed quality to work with the identified population in health center*

**Work Schedule:**

The position will have a 40-hour per week schedule and will spend a percentage of those hours in the community setting. Evening and weekend work may be required. These positions are subject to the Fair Labor Standards Act and are overtime eligible.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position duties would be outlined on a separate document.