



Position Announcement

The Community Health Partnership is a nonprofit association of community-based primary care medical clinics in Santa Clara County, which seeks to develop a system of accessible, affordable health care services through service, education and advocacy.

Position: Project Coordinator/Clinical Services Coordinator, Access to Specialty Medical Care Project

Project: The Improving Access to Specialty Medical Care project will increase access to and quality of specialty care to reduce health disparities by:

- 1) Implementation of Web-based Electronic Appointment and Referral System
- 2) Review and update Clinical Practice/Referral Guidelines.

Referrals will be generated from private non-profits community health centers and will be sent to Santa Clara Valley Health and Hospital System (SCVHHS), the county operated safety-net health and hospital system.

Primary Function: The Project Coordinator/ Clinical Services Coordinator will be responsible for day-to-day oversight of the project, including coordination of communication among project partners and the evaluator. The Project Coordinator will recruit and facilitate the committee to give input on clinical practice/referral guidelines, facilitate and provide training, ensure day-to-day progress on specific objectives and activities, collect information for the project evaluator, submit all grant reports, and manage the project budget.

Reporting Relationships: The Project Coordinator/ Clinical Services Coordinator reports directly to the Director of Clinical Services.

Responsibilities: Project Coordinator/ Clinical Services Coordinator will be responsible for the coordination of the Improving Access to Specialty Medical Care Project as follows:

1. Provide day to day oversight of Improving Access to Specialty Care Project, including supervision of staff.
2. Coordinates communication among project partners and the evaluator.
3. Recruits and facilitates project committee to provide input on clinical practice/referral guidelines.
4. Develops training processes and procedures for ongoing training and communication for providers on new guidelines during and after the project period.
5. Ensure day to day progress on specific objectives and activities.
6. Collect data for project evaluator.
7. Develop a clinical review and other peer group committee that discusses and provides mutual assistance on common clinical and management issues.
8. Assess providers' needs and identify resources.
9. Plan, coordinate, and implement provider professional education, training, and follow up.
10. Assist providers in developing follow-up and tracking system(s).
11. Oversee clinical services consultants and/or subcontractor.
12. Other special projects and ongoing technical assistance in clinical issues as assigned.

Qualifications: Registered Nurse, Nurse Practitioner, or Physician Assistant highly desirable. Will consider Master in Public Health Graduate. Experience in community health centers and/or safety net health care systems preferred. Experience in provider relations, administration, and health care delivery systems. Excellent written and oral communication skills, meeting facilitation, familiarity with the health care needs of medically indigent communities and ability to analyze statistical data. Knowledge of windows-based software required.

Work Schedule and Compensation: This is a full-time exempt position with a salary range of:

Licensed: \$55,000-\$70,000

Non-licensed \$50,000-\$55,000

Commensurate with education and experience.

TO APPLY: Email cover letter and resume to christine@chpscc.org or FAX to (408) 289-9464.

If sending via email, please do not send attachments, instead please copy and paste into the body of the email.