



JOB ANNOUNCEMENT

Community Mammography Access Project (CMAP) Coordinator (full-time)

The Community Health Partnership (the Partnership) is a consortium of non-profit community health centers in Santa Clara and southern San Mateo counties. With 27 sites, our mission is to develop a community-based system of accessible, affordable health care services, which meets the needs of our diverse, multicultural community. The Partnership seeks a health professional to join the Women's Health Partnership team. The Women's Health Partnership's mission is to promote health and wellness, and improve awareness of and access to healthcare for medically underserved women in their middle years (40-64). The goal of CMAP is to decrease the breast cancer mortality rate among low-income, medically underserved women who reside in Santa Clara and Southern San Mateo counties through mobile mammography screening and referral services.

Position: Community Mammography Access Project (CMAP) Coordinator (1.0 FTE)

Basic Function: The CMAP Coordinator is responsible for coordination, implementation, and evaluation of all Community Mammography Access Project activities. Cultivating collaborative relationships, health access model system development, and client management/tracking are essential aspects of this position. The CMAP Coordinator will participate in program/strategic planning, evaluation, and fund development activities.

Reporting Relationships: The CMAP Coordinator reports directly to the WHP Director.

Responsibilities:

Mobile Mammography Delivery Model Development and Evaluation (35%)

- Conducts ongoing assessment of breast health services, focusing on mobile mammography models.
- Working closely with WHP Director, CMAP Advisory Committee, and member community health center representatives, develop and modify mobile mammography service tailored for service area.
- Oversees and evaluates delivery of mobile mammography services integrating community health centers and radiology subcontract.
- Working with Valley Health and Hospital Systems, develop a model for continuum of care and referral system for follow-up services.

Breast Health Screenings and Referrals Coordination (35%)

- Promote and develop culturally sensitive marketing materials for mobile mammography screening services. Create and maintain schedule for screening events.
- Identify, recruit, and train community health center partners to participate in mammography screening events. Obtain contractual agreements with health providers, community-based organizations, corporations, and radiology group.
- Provides technical assistance (e.g., planning, patient recruitment, screening event evaluation, patient follow-up) throughout planning process and mammography screening days.

Client Management and Tracking (20%)

- Develop and maintain database software framework and information management system for registration, tracking, and follow-up of CMAP clients.
- Provide regular data analysis reports.

General Administrative Activities (10%)

- Develop and maintain documentation of CMAP processes and procedures.
- Recruit membership for and support CMAP Advisory Committee activities. Cultivate relationships with key stakeholders. Actively participate and develop collaborative partnerships.
- Recruit, train and supervise volunteers and interns to assist in CMAP activities.
- Represent WHP at community events and health fairs.
- Assists with proposal, contract, and program report preparation. Identify sources for future funding and contribute to WHP strategic planning.
- Contribute articles to WHP FYI and agency's Outside the Box newsletters.
- Participate in department, agency, and advisory committee meetings.
- Performs other duties as required.

Qualifications and Requirements:

- Master's in health related field with minimum two years experience in community health centers and/or safety net health care systems.
- Knowledge and strong foundation of health care delivery systems, administration, and provider relations, with a special focus on medically indigent populations.
- Strong background in data management and analysis.
- Excellent, sensitive, and thorough verbal, written, and interpersonal communication skills.
- Computer literacy and knowledge of popular Windows software (e.g., Microsoft Office Suite, Publisher, Photoshop).
- Ability to function independently and as a team member within diverse environments.
- Carries out all responsibilities in an honest, ethical and professional manner as well as demonstrates good judgment. Organized and self-motivated.
- Interest and commitment to the mission of Community Health Partnership, specifically focusing on health issues affecting medically underserved mid-life women.
- Good driving record with valid California driver's license and proof of insurance

Salary and Benefits

- ♦ \$50,000 - \$60,000 per year
- ♦ Full coverage of Medical benefits, personal time off (PTO), paid holidays, retirement, education fund, disability and life insurance.

Hire Date: Immediately.

Application Deadline: Open until filled

To Apply: Please send your resume and cover letter in the body of your e-mail (**ATTACHMENTS WILL NOT BE ACCEPTED**) to jobs@chpscc.org with "**CMAP Coordinator**" in the subject line or send a fax to 408-289-9464.