



## **Patient Care Specialist Part-Time/Non-Exempt**

The Myasthenia Gravis Association, a non-profit seeks a part-time Patient Care Specialist to join their team in Kansas City.

This position functions as the entry point for individuals seeking out services and support from the MGA. This position connects new and existing patients to resources and provides education and assistance to support groups in the Kansas City area.

### **Principle Responsibilities:**

- Connect with those newly diagnosed with myasthenia gravis.
- Provide outreach, resource and referral support to patients as requested.
- Connect with patients seen at the neuromuscular clinic at the University of Kansas Medical Center and St. Luke's Hospital with the opportunity to also support patients in the clinic at Cox Health in Springfield.
- Facilitate and develop support group for those impacted by myasthenia gravis in the Kansas City area
- Provide development and educational assistance to volunteer support group coordinators
- Maintain yearly statistical data for the MGA
- Maintain patient database and tracking
- Assist with the development of education events for patients
- Assist with fundraising events for the MGA as needed
- Perform other duties as assigned

### **Other Aspects of the Job:**

- Perform all job responsibilities while demonstrating competency and knowledge of myasthenia gravis and a commitment to the overall mission of MGA.
- Perform functions of job according to agency policies and procedures.
- Attend scheduled staff meetings.
- Participate in all required trainings and optional trainings as determined.
- Position is located in Kansas City.

### **Qualifications**

- Ability to be a self-starter and function independently with minimal direct supervision
- Ability to show support and compassion to patients and their families while maintaining patient confidentiality
- Experience and comfort with public speaking and training others
- Computer literacy, including proficiency in the use of Microsoft Office programs, Salesforce and Google Apps

- Proven organizational and analytical skills
- Willingness to gain knowledge and understanding of myasthenia gravis and the disease process
- Ability to work collaboratively and cooperatively with others, both internally and externally
- Ability to maintain positive working relationships with community partners
- Ability to manage concurrent projects
- Excellent customer service skills
- Excellent communication and diplomacy skills, including verbal and written communications
- Transportation to and from clinic and support groups
- Be able to lift 25lbs
- Must be fully vaccinated and boosted for COVID-19 due to work in clinics at area hospitals

#### **Required Education:**

- Degree in a related field or commensurate work experience

#### **Preferred Skills**

- Ability to learn and utilize additional forms of technology in addition to MSOffice programs, Google apps and Salesforce.

#### **Work Hours:**

This is a part-time, non-exempt position; 16-20 hours per week. Some Saturdays and evenings are required for support groups and education events.

For more information about Myasthenia Gravis Association visit [www.mgac.org](http://www.mgac.org)

**To Apply:** Send *resume, cover letter* and *rate requirements* to:

**Allison Foss**  
allisonfoss@mgakc.org

*Myasthenia Gravis Association is an equal opportunity employer who values and embraces diversity.*