



POSITION DESCRIPTION

TITLE: Project Lead/Health Impact Programs
REPORTS TO: Clinic Practice Manager
SALARY: Full-time; Non-exempt
DATE: September 2021

POSITION SUMMARY

Project Lead/Health Impact Programs (40 hours): The full-time Bilingual Project Lead/Health Impact Programs will work as a strategic partner with Clinic staff and volunteers to further our model of high-quality, community-based healthcare services for uninsured adults. Reporting to the Clinic Practice Manager, they will coordinate with RI Department of Health Programs for including *WISEWOMAN Program* and *Women's Cancer & Colorectal Screening Programs*, as well as other Clinic interventions and programs, using community resources and Electronic Medical Records. Excellent opportunity for person interested in public health and patient advocacy.

RESPONSIBILITIES

Primary Duties:

- Serve as project lead and liaison between the Clinic and RI Department of Health.
- Identify and enroll Patients in the *WISEWOMEN Program*, *Women's Cancer & Colorectal Cancer Screening Programs*, and additional programs including smoking cessation and others.
- Coordinate patient referrals, provide navigation and remove barriers to connect patients with resources, assist patients to overcome barriers and support adherence to program activities.
- Collect health status/intervention/outcome data for reporting and grants. Maintain project document files and records in accordance with established procedures.
- Track and report on project status; serve as liaison and resource for multidisciplinary team.
- Communicate to patients and stakeholders, respond to requests for data and information.
- Support medical providers by providing tools and resources to help patients, including regular monitoring of health indicators including blood pressure at home.
- Schedule and coordinate team meetings; prepare agendas, materials, presentations, and data; record and distribute minutes or notes and follow up actions. Follow up with team members to ensure actions are completed on time.
- Coordinate access to community-based activity such as YMCA memberships.
- Work with Clinic nurse and staff to ensure efficient patient flow during Clinic sessions.
- Outreach to patients in a timely manner aligned with Clinic priorities & program guidelines.
- Learn and use Clinic's Electronic Medical Record, and RI Department of Health's Med-IT software for data collection and reporting.

Other Duties:

- Bilingual staff will work with Clinic & Wellness Nurses and other providers to provide patient support and interpreter services as necessary.

- Facilitate referrals to outside sources, track referrals and inform patients of upcoming appointments by phone and by mail.
- Other duties as assigned.

QUALIFICATIONS:

- Bilingual in Spanish and English required.
- Bachelor's Degree or equivalent experience.
- Demonstrated initiative and ability to achieve goals.
- Success working both independently and as a team member.
- Critical thinking skills, reliability, follow-through, flexibility, and responsibility.
- Excellent interpersonal, organizational, and communication skills.
- Enthusiasm to work in community public health with committed team members.
- Related work experience preferred.
- Knowledge of HIPAA and OSHA requirements.
- Knowledge of medical terminology.
- Commitment to the Clinic's mission and volunteer model of Medical Home care.

Physical Requirements

- Must be able to lift 30 lbs.
- Must be able to stoop, bend and turn without difficulty.
- Meet with patients in the community; at their home or other community setting.
- Ability to work evenings and weekends as required.

ORGANIZATION DESCRIPTION

Rhode Island Free Clinic (www.rifreeclinic.org) provides free comprehensive primary health care to uninsured, working poor, and low-income adults; and, serves as an educational site for trainees in health care fields. Care is provided through a dynamic statewide network of volunteer medical professionals working with academic, medical, and community partners, leveraging robust health care resources with a vitality that is unmatched in Rhode Island and remarkable in the nation. In 2020, the Clinic mobilized nearly 600 volunteers and community partners to provide over 13,000 patient visits to underserved adults, and over 5,700 hours of training for students in health care fields.

TO APPLY: Please email **RESUME** and **COVER LETTER** to: info@rifreeclinic.org.
No calls please.