



<b>JOB DESCRIPTION:</b>	<b>School Based &amp; Outreach Health Center Coordinator</b>
<b>EMPLOYEE CLASSIFICATION:</b>	<b>Non-Exempt/Full-time</b>
<b>REPORTS TO:</b>	<b>COO</b>
<b>SUPERVISES:</b>	<b>School-Based CHW, BHC-PSR</b>

**Position Summary:**

The School Based Health Center (SBHC) Coordinator works closely with the COO and school administrators to ensure operation procedures are established and maintained. The School Based Health Center Coordinator provides assistance to all SBHC staff and partners.

**Responsibilities and Essential Functions:**

- Assist in the day to day activities as necessary to ensure SBHC operations are performing as expected
- Supervision of staff including work allocation, training/problem resolution, performance evaluation and make recommendations for personal actions; motivate employees to achieve peak performance and productivity
- Assist in staff scheduling to ensure SBHC services are available during posted hours of operation
- Assist in working with the Dental Site Manager to schedule and coordinate Oral Health (RV) Services
- Assist in data analysis to support SBHC. Maintains data to support goals and objectives
- Able to advocate student needs related to health issues, infrastructure, and programs
- Monitors enrollment, insurance information, physician visits, and assessments for all students
- Actively participate in QI activities to promote efficiency and continuity of care in the SBHC's.
- Provides assistance to SBHC administrators, school administrators, and SBHC staff to implement and improve center services
- Maintain a functional relationship with the schools, parents, and school based health center staff
- Demonstrate effective communication with school staff, administrators, and stakeholders.
- Attends scheduled meeting with staff, administrators, and stakeholders, and compose meeting minutes.
- Assist with and participate in activities to support health promotion in the classroom including peer education programs, campaigns, and other events
- Participate in activities to support SBHC enrollment, such as new student orientation, welcome back events, Back to School Night, Open House, etc.
- Coordinate services to support other projects correlated with the SBHC's
- Initial outreach to parents/student upon
- Monitor clinic supply inventory system to ensure SBHC's has necessary supplies
- Managing incoming referrals for School Based Health Center and move documents to students account in EHR, filing/routing documents, etc.
- Data entry
- Answer, refer and/or follow-up via telephone, fax, email and mail with parents questions related to the program and specific needs of the patients.
- Keep up to date with current community recourses available for students and parents
- Other duties as assigned

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- Serve as principal liaison with staff and administrative team on day-to-day issues within the areas of the care coordination, in the absence of or as directed by the Outreach and Enrollment Coordinator.
- Oversee the supervision of personnel, including work allocation, training and problem resolution; evaluate performance and make recommendations for personnel actions; motivate employees to achieve peak productivity and performance in the absence of or as directed by the Outreach and Enrollment Coordinator.
- Trains new care coordinator personnel.
- Participate as an active member of a care team, including attending team meetings and/or morning huddles.
- Assist in population management for patients who have been identified by a diagnosis or condition and are in need of services, as determined by the practice's selection of evidence-based guidelines for that diagnosis or condition.
- Follow up with patients/families who have not kept important appointments, such as rechecks, preventative care, or post hospitalization.
- The Patient Care Coordinator will participate in providing formal and informal education based on community needs. This will include networking and the establishment of community support through the attendance of community relations meetings and professional alliances. Identify community access point categories and appropriate outreach strategies
- Gather and update resource information
- Administration of Show Me Healthy Women/ Wise Women program
- Collaborate with other care coordinators and case managers to offer services such as support groups, educational experiences, etc.
- Cooperates with Managed Care Programs to identify patients assigned to the practice and actively encourages assigned patients to utilize the practice's services.
- Maintains confidentiality of all patient information.
- Maintains exemplary attendance record.
- Adapt to change as needed.
- Other duties as assigned.

**Minimum Qualifications:**

- Project coordination experience; working on projects across organizations preferred
- Clinical knowledge preferred, but not required
- Experience in a professional environment and structure
- Present a professional image at all times in public and within a work setting
- Bachelors in Business, Public Health or similar field is preferred, but not required
- Experience working with children, adolescents and young adults
- Knowledge of the community and school's populations culture
- Strong communication and writing skills
- Strong presentation skills
- Ability to be a self-starter, quick learner, prioritize effectively, organize workload, meet deadlines, be flexible, pay attention to detail, work independently and function effectively as part of a team
- Experience with working across organizations and/or stakeholders
- Experience with recording and organizing meetings and schedules
- Proficient computer skills, including Microsoft Word, Excel, and Power Point,
- Compassion, patience, flexibility, curiosity, initiative and accountability
- Must have the ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.
- Above average attendance

**OSHA BLOODBORNE PATHOGEN EXPOSURE CLASSIFICATION:**

Category II

**JOB CLASS AND STEP RANGE:**

The Center reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

I have read and understand the job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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