

FLINT HILLS COMMUNITY CARE TEAM COORDINATOR

The **FLINT HILLS WELLNESS COALITION (FHWC)** seeks an individual to provide contractual services as **COMMUNITY CARE TEAM COORDINATOR**. The successful candidates will coordinate the activities of the Flint Hills Community Care Team (FHCCT), which operates under the Flint Hills Wellness Coalition, in order to improve access to and coordination of healthcare and social services in Manhattan/Riley County in an effort to improve patient outcomes and to eliminate costly and inefficient overutilization of emergency medical services. This position requires strong communication skills in order to collaborate with community members, healthcare and social service providers, and other FHCCT members to address healthcare efficiency and accessibility issues in Manhattan/Riley County. This half-time grant funded position reports to the FHWC Board of Directors. Time per week averages 20-hrs with a range of 10-30-hrs depending on tasks. A memorandum of understanding (MOU) between the FHWC and Coordinator will provide the hourly compensation, conditions of employment, and renewal based on annual evaluation of performance metrics.

ESSENTIAL FUNCTIONS:

- I. Improve access to and coordination of health and social service systems in Manhattan/Riley County.
 - a. Provide leadership and administrative support for the FHCCT.
 - b. Educate community members about how to use the healthcare and social services systems.
 - c. Educate healthcare and social services systems representatives about community health needs and perspectives.
 - d. Communicate with targeted populations.
 - e. Research and develop public health strategies for the community; work collaboratively with FHCCT members to accomplish and implement agreed upon strategies.
 - i. Develop a two-year plan of scalability and sustainability for the FHCCT
 - ii. Work with Riley County Emergency Medical Services to develop a two-year plan for implementation, scalability, and sustainability of a Mobile Integrated Healthcare division and evaluate the feasibility of it being a component of the FHCCT.
- II. Promote wellness by providing culturally appropriate health information and education to clients and providers.
 - a. Assist clients in obtaining preventive and routine services by linking the client to a primary care physician and/or appropriate service.
 - b. Help clients manage chronic and acute conditions through education about their treatment plan and working with providers to ensure the plan is agreeable to the client.

- III. Assist clients in navigating the health care and social services system.
 - a. Outreach to populations, clients, and potential referring agencies to increase awareness of and access to the FHCCT.
 - b. Build relationships and interact professionally with local health care and social service providers.
- IV. Provide direct services including:
 - a. Assist clients by assessing and addressing their experienced or perceived barriers to wellness by developing treatment plans in conjunction with the FHCCT.
 - b. Monitor treatment plan compliance and hardwire mechanisms for change as needed.
- V. Increase client self-efficacy to achieve wellness.
 - a. Educate clients on maintaining wellness and managing chronic conditions.
 - b. Identify individual and community needs.
 - c. Seek appropriate professional development opportunities.
- VI. Document all activities as detailed by the FHCCT members and FHWC Board of Directors.

POSITION REQUIREMENTS:

- I. Education:**
 - a. Preferred: Bachelor's degree with an emphasis in public health, nursing, allied health, social work, or related area.
 - b. Equivalent work experience will be considered.
- II. License(s)/Certification(s):**
 - a. Valid driver's license and good driving record is required.
 - b. Certification in an applicable healthcare field is preferred. Examples include:
 - i. BSN, RN, LPN
 - ii. PA, APRN
 - iii. Paramedic, AEMT, EMT
 - iv. Social Worker, Community Health Worker
- III. Experience:**
 - a. Two years of experience in healthcare is required; three-year's experience in the field of public health is preferred.
- IV. Skills:**
 - a. Demonstrates excellent written communication skills – detailed, succinct, organized written work. Must have ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing, including written reports to local, state and federal offices.
 - b. Establish and maintain an image of the FHCCT to the community that represents compassion, professionalism, and efficacy.
 - c. Ability to speak other languages preferred, but not required.
 - d. Conforms to HIPAA privacy regulations specific to position held.

- V. **Supervisory Controls:**
 - a. The employee reports to the FHWC Board of Directors or its designee.
- VI. **Supervisory Responsibility:**
 - a. The employee does not provide direct supervision of staff. This position works for the FHWC with the FHCCT members setting the overall objectives for the position.
- VII. **Guidelines:**
 - a. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes. Demonstrates attitudes and behaviors respectful, courteous, and sensitive to the diverse needs of the individuals and populations served by the FHCCT. Works cooperatively with the FHCCT members and FHWC to identify strategies to achieve program goals even though the strategies may not conform to personal opinions.
- VIII. **Complexity:**
 - a. The work requires self-motivated advanced planning for program planning and delivery of services as well as critical thinking skills to assess and make rapid decisions. The work also requires many complex daily decisions concerning such things as planning of the work or refining the methods and techniques to be used to fulfill work requirements. Meeting and interacting with many individuals of varying interests and levels of responsibility. Dependable in carrying out responsibilities with limited oversight.
- IX. **Scope and Effect of Work:**
 - a. The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions during and after client referral. Takes prompt and appropriate action on items identified by the FHCCT. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
- X. **Personal Contacts:**
 - a. The personal contacts are with individuals or groups from inside and outside the City of Manhattan/Riley County in a moderately unstructured setting (e.g., the contacts are not established on a routine basis); the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact. The purpose is to plan, coordinate, advise and educate on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.
- XI. **Physical Demands:**
 - a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
 - b. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or

balance; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Additionally, the employee is required to engage in light to moderate physical activity as needed, due to the nature of health promotion and education work.

XII. Employment Framework:

- a. Coordinator serves as a contractor under a MOA.
- b. Coordinator is paid hourly for up to 20-hrs/week.
- c. Coordinator will provide their own workspace, computer, printer, and cell phone.
- d. Coordinator will provide their own transportation.
- e. FHWC will not reimburse for mileage.
- f. FHWC will provide a nominal budget for office supplies.
- g. FHWC will provide a FHWC email address.

XIII. Contact:

Debbie Nuss, Chair
Flint Hills Wellness Coalition
Phone: 785-341-1143
Email: info@flinthillswellness.org

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.