JOB DESCRIPTION

JOB TITLE:	Project Coordinator	**STATUS:**	Non-Exempt	.80 FTE

REPORTS TO: Director of Programs, Health Center Partners of Southern California

DIRECT REPORTS: None

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified to meet the needs of the organization.

JOB SUMMARY

The Project Coordinator is responsible for the implementation of projects in accordance with grant and contractual requirements. Health Center Partners of Southern California (HCP) manages a broad portfolio of programs in the following areas: health promotion programs, integrated behavioral health projects, quality management initiatives, substance use treatment, disease management initiatives, screening and early detection programs, health insurance coverage and access initiatives, patient engagement and technical assistance and training programs. The Project Coordinator is responsible for daily oversight of project activities on one or more assigned projects in the areas listed above. Duties of this position include close monitoring and coordination with project partners. The Project Coordinator will actively support the mission of HCP and will report to the Director of Programs. The Project Coordinator may be assigned to support a Program Manager(s) on one or more specific projects.

ESSENTIAL JOB FUNCTIONS

- Implement assigned projects; coordinate project activities with appropriate staff and project partners in accordance with grant and contract requirements.

- Ensure compliance and attainment of project goals and objectives in a timely manner by developing and implementing detailed work plans in accordance with grant and contract requirements.

- Work with appropriate staff and partners to implement, evaluate and report on project activities; provide training and technical assistance to health center staff as needed to implement project activities; assure maximum clinic participation in project activities.

- Maintain communication and relationships with providers, health and social service agencies as appropriate; represent projects in the community; maintain communication with community agencies involved in the project.

- Convene and facilitate health center and community meetings and discussions to provide input to project activities as needed.

- Collect, analyze, and report data to monitor project outcomes. Under the direction of a Program Manger or Director of Programs, generate reports for presentation using standard formats and graphical summaries.

- Submit oral and written reports on a timely basis as outlined in the work plan and in accordance with grant and contract requirements.

- Prepare written reports, minutes, agendas and other project-related correspondence for internal and external distribution.

- Develop project-related materials that are culturally appropriate and at the appropriate health literacy level of the intended audience.

- Serve as back up in the authorization/claims processing unit in order to review eligibility, authorize services, and adjudicate claims for multiple projects. It is anticipated that this position will dedicate approximately up to 25% of their time to authorization and claims processing functions including:
    o Train health center staff and other community partners on the preparation of invoices and claims, track invoices and claims, and review invoices and claims for accuracy

- Publicize the awareness of treatment resource pools to identified providers and provide training so that identified providers can access the treatment resource pools

- Coordinate one or multiple projects as assigned, depending on the needs of the organization. Perform other project-related duties as assigned

QUALIFICATIONS

Required Skills
- Knowledge of theories of community health and community health promotion and education (e.g. behavior change theory, social learning theory).
- Principles and theories of community change and community organization.
- An understanding and sensitivity to cultural and socioeconomic aspects of target populations is essential.
- Experience with claims processing is not required, however must be able and willing to learn with training provided by HCP staff.
- Attention to detail for authorizations/claims processing.
- Excellent communication skills (oral and in written).
- The incumbent must have strong interpersonal skills to work effectively in the community and across all levels in the organization.

- Working knowledge of relevant computer systems and software.
- Must possess valid driver's license, insurance and own transportation for use in work, and be flexible with working some evenings and weekends within a 40-hour workweek.

Education/Experience

A Bachelors degree in community health education, health promotion, health services administration or related field is required. Proven experience coordinating health related project activities is required. A Masters degree in public health as well as experience working with community-based organizations and ethnically diverse communities and populations is preferred.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

_____   _____
Signature   Date

_____
Employee Name (please print)