

Health Center Controlled Network (HCCN) Project Specialist

The Community Clinic Association of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to LA's community clinics and health centers (clinics). Founded in 1994, CCALAC's mission is to, "promote community clinics and health centers as providers and advocates for expanding access to quality comprehensive health care for medically underserved people in Los Angeles County."

CCALAC's 65 member organizations serve over 1.4 million patients each year, regardless of ability to pay. These organizations include private, non-profit, 330-designated federally qualified health centers (FQHCs), FQHC Look-Alikes, free and community clinics.

JOB SUMMARY

Reporting to the HCCN Program Director, the HCCN Project Specialist will support, develop, and execute HCCN project activities as described in the HCCN Work Plan and will support the HCCN Program Director in project resource management and federal grants compliance and management activities. This role will be under the Health Information Technology (HIT) Division lead by the Director of HIT.

JOB DUTIES:

1. Support the HCCN Program Director in ensuring project success through collaboration in health center engagement, project management, and risk mitigation activities as appropriate.
2. Serve as project lead and subject matter lead resource for assigned projects related to accomplishing HCCN goals using HIT tools. Create project material and resources per assigned project to create uniformed project roll out among HCCN health centers (i.e. patient portal campaign flyers and handouts, telehealth information sheets, etc.).
3. Assist the HIT Division in identifying and arranging HIT group purchasing opportunities beneficial to CCALAC health centers and HCCN project success.
4. Visit HCCN participating health centers and work with health center staff as needed to execute assigned HCCN project activities and ensure success of said activities.
5. Establish and maintain supportive, collegial relationships with HCCN external partners and link health centers to available external resources, such as consultants, external resources, and group learning opportunities, to meet specific HCCN project needs.
6. Support HCCN Program Director in coordinating and hosting meetings of the HCCN Advisory Committee and HCCN project update webinars for member health centers.
7. Attend CCALAC User Groups and Roundtables as needed (i.e. NextGen User Group, eClinicalWorks User Group, Health IT Roundtable, Clinical Advisory Group, etc.).
8. Support HCCN Program Director with federal grant compliance activities with the United States Health Resources and Services Administration (HRSA), to include the submission of progress reports/grant applications and the preparation for HCCN HRSA site visits.
9. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree in health related/technology field required. Master's degree preferred.
2. A minimum of four years' experience in healthcare project management/ required.
3. Experience in managing patient portal implementation, patient access/engagement, and/or telehealth implementation projects at community health centers required.
4. Background and expertise in meeting facilitation and training required.
5. Knowledge of community clinics and Federally Qualified Health Centers (FQHC) required.
6. Knowledge of Los Angeles County health care system preferred.
7. Knowledge of electronic health record platforms used by Los Angeles County health centers (e.g. eClinicalWorks, NextGen, EPIC) preferred.
8. Demonstrates decision-making, analytical, and problem-solving skills.
9. Excellent oral and written communication skills.
10. Excellent organizational skills and attention to detail.
11. Must be able to occasionally travel approximately twenty percent of the time to participating HCCN health centers within Los Angeles County.
12. Ability to maintain confidential information and comply with United States federal grant regulations as required.
13. Demonstrated proficiency with MS Office Suite (Word, Excel, PowerPoint, and Outlook) required.

If you are interested in applying for this position, please submit cover letter and resume to humanresources@ccalac.org.