



JOB DESCRIPTION

JOB TITLE : ACTIVITY SERVICE COORDINATOR

EXEMPT : Non Exempt

REPORTS TO :

DATE :

INTRODUCTION:

Central Neighborhood Health Foundation (CNHF) is a Federally Qualified Healthcare Center committed to the Triple Aim as described by the Institute for Healthcare Improvement.

Improving the US Health Care System requires simultaneous pursuit of three aims: improving the experience of care, improving the health of populations, and reducing per capita costs of health care. Preconditions for this include the enrollment of an identified population, a commitment to universality for its members, and the existence of an organization (an "integrator") that accepts responsibility for all three aims for that population.

SUMMARY :

Under the direction of the Senior Services Manager the Activity Service Coordinator supports the operations and management of the Central Neighborhood Health Foundation and provides administrative support to the Community Benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Community Health Worker with 1 to 2 years' experience in clinical or
- community resource settings; Care coordination and/or case management
- experience is desirable
- Evidence of essential communication, education, and counseling skills
- Proficiency in communication technologies (email, cell phone, etc.)
- Highly organized with ability to keep accurate notes and records
- Experience with health IT systems and reports is desirable
- local knowledge about and connections to community health care and
- social welfare resources is desirable
- Ability to speak a relevant second language is desirable

WORKING CONDITIONS : working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

SUPERVISES: None

SKILL AND KNOWLEDGE REQUIREMENTS:

- Excellent analytical, problem solving, and prioritization skills.
- Use statistical and graphic displays.
- Excellent verbal and written communication skill

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- High-level interpersonal skills. Able to work collaboratively and tactfully with multi-disciplinary and diverse teams that may include employees, customers, physicians.
- Effective computer skills, particularly Microsoft Office, Excel, PowerPoint, publisher, Paint, Word, etc.
- Work independent to complete assigned tasks.
- Team building
- Project Management
- Change Management
- Project Execution

TRAVEL:

- As Needed

Pay Rate:

- \$18.00-\$21.00h/r

CONFIDENTIALITY

Maintains patient, employee and Foundation confidentiality at all times, discussing patient or employee business only with appropriate parties who have a bona fide need to know; and communicating only the minimum amount of information necessary with respect to protected health information (PHI) as defined by the Health Insurance Portability and Accounting Act of 1996 (HIPAA).

1. AGREEMENT AND ACCEPTANCE
2. **I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH AND WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.** _____

Employee Signature

Date

Print Name

SIGNATURE OF APPROVAL:

COO:

Date:

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