Position Title: Comprehensive Perinatal Services Program (CPSP) Referral Clerk
Supervises: None
Reports To: CPSP Manager
Written by: Human Resources Department

Mission Statement: It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

General Summary:
To provide day-to-day referral follow-up.

Essential Duties: (*Essential Functions)
- Provides day-to-day care coordination referral follow-up
- Processes referrals on daily basis
- Follows up on referrals
- Follows up on all specialist’s reports for medical providers
- Develops and implements a client-centered proactive Care Model
- Attend staff and community meetings
- Assists in overseeing government-funded programs as it applies to Medi-Cal Managed Care, Healthy Families, and CPSP
- Assists patients with information gather which may include field support, home visits, and face contracts to ensure enrollment in government programs
- Maintains close working relationships with case managers, social services, and admitting staff, to successfully coordinate available services
- Assist Coordinator in training of new hires
- Responsible for ensuring the integrity and quality of Women’s health services delivered in the Comprehensive Perinatal Services Program (CPSP), Family Planning, OB/GYN, and other related services
- In collaboration with CPSP team members develop and initiate new programs and services, which target the needs of Women’s health
- Involves with researches and studies, which highlights the continuous development of quality of delivery of services throughout the health centers and the community
- Responsible for reviewing the statistics and encounters for patients
- Coordinates the scheduling of all patients for the Perinatal & Health Educational Counselor Family Health Center
- Liaison between Medi-Cal eligibility workers & patients to facilitate qualifying process
- Attendance and punctuality is essential in order to provide quality of care to patients, face-to-face
- Must be willing to work flexible hours and some Saturdays
- Interact with patients, and to work with provided healthcare equipment collected at clinics

Job Specifications: (Knowledge, skills, abilities and experience normally required for competent performance)
Education and Knowledge
- High school Diploma or equivalent required
- AA/AS Degree preferred
- Completion of formal health education program required, preferably at Associate of Science level.
- Must participate in continuing education throughout employment.
- Demonstrate knowledge of safety, infection control & emergency policies and procedures
- Knowledge of health education issues as they pertain to family planning, the prevention of STD’s, appropriate self-care and other psycho-social issues surrounding chronic diseases such as diabetes and hypertension.
Must have extensive knowledge of social services structure and healthcare environment in Los Angeles County.

Experience
- Must have minimum two (2) to three (3) years’ experience in clinical setting

Licensure and Certifications
- CPSP Certified
- CPHW

TO APPLY: Send cover letter & resume to Human Resources at hr@scfhc.org or fax to (323) 432-4877

Deadline: Open until filled