

Job Announcement



Position Title: Hypertension Program Coordinator

Supervises: None

Reports To: QI Director/Chief Medical Officer

Written by: Human Resources Department

Department: Clinic

FLSA: Non-Exempt

Effective Date: 04/2021

Approved by: CEO

General Summary:

The Hypertension Program Coordinator is responsible for overseeing the day-to day operations of the Hypertension control initiative program at all sites. Works in conjunction with QI Director and Chief Medical Officer to implement capacity building activities for assigned communities in hypertension control and improved health related care.

Summary of Essential Duties:

- Develop and implement procedures, community engagement events and systems support for priority areas (e.g., hypertension, social determinants of health, cardiovascular disease)
- Research, identify, and build partner interests, strengths, and capacity to engage with the SCFHC to effectively achieve the goals of the Hypertension Control Initiative.
- Participates in training and technical activities offered in support of the Hypertension Control Initiative.
- Establish, collect, and report on measurements of success, such as program participant data, trends, and improvement or control of hypertension. Assists in the development of appropriate reports, evaluations, and data gathering as required.
- Develop and report project and partnership activities and status. Provide evidence-based results to leadership as requested.
- Will provide case management of uncontrolled Hypertension patients
- Develops and implements, in conjunction with the medical staff, evidence-based care to the patient with specific medical conditions focusing on health promotion and disease prevention.
- Coordinates, collects and analyzes data related to these medical conditions, assist with documentation, coding, clinical care and outcomes.
- Assists with education, data collection, and data submission as related to Quality/Risk/Infection Prevention initiatives, as well as Clinical projects and processes as assigned.
- Generate and submit referrals through the econsult platform as well as aid the provider maintains and close “dialogs” with specialists in the care of patients through the econsult portal.
- Assist Provider with closing encounters, including procedures and office visits in a daily basis.
- Represents SCFHC in a positive, professional, responsible manner to staff, providers, case managers, and team members
- Demonstrates initiative, exertion, drive, desire for self-improvement, and learning ability for advancement

Job Specifications: *(Knowledge, skills, abilities and experience normally required for competent performance)*

Education and Knowledge

- AA Degree required
- High School Diploma required
- Medical Assistant Certificate

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- Knowledge of medical/office equipment, and medical terminology
- Must be able to communicate effectively, in English, both verbally and written

Experience

- Must have minimum 2 - 7 years of direct work experience required
- A minimum 5 - 9 years of experience in health care preferred

Skills and Abilities

- Excellent written, oral and customer service skills
- Excellent interpersonal, organizational, and project management skills
- Must be detailed oriented.
- Type 40 WPM
- Proficiency with MS Office Suite: Word, Excel, PowerPoint
- Bilingual/bi-literate English/Spanish preferred

Licensure and Certifications

- None

Financial Responsibility and Authority:

- None

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

Deadline: Open until filled

TO APPLY DIRECTLY VISIT: <https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>