

Health Center Controlled Network (HCCN) Project Coordinator

The Community Clinic Association of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to community health centers that serve the Los Angeles region. Founded in 1994, CCALAC's mission is to "empower health centers to remain at the forefront of health care transformation. We forge partnerships, foster innovation, promote health equity, and advocate for the communities they serve."

CCALAC represents 68 community health center organizations that provide comprehensive primary, dental and behavioral health services throughout Los Angeles County. Health centers in Los Angeles serve 1.8 million patients annually regardless of ability to pay. These organizations include private, non-profit, Federally Qualified Health Centers (FQHCs), and community health centers.

JOB SUMMARY

Reporting to the Health Center Controlled Network (HCCN) Program Manager under the Health Center Operations and Transformation (HCOT) Division, the HCCN Project Coordinator supports the completion of project activities as described in the HCCN Work Plan.

LOCATION: Candidates must reside in one of the following Southern California counties: Los Angeles, Ventura, Santa Barbara, Kern, San Luis Obispo, Orange, Riverside, San Bernardino, San Diego and Imperial.

ANNUAL SALARY RANGE

\$70,304 - \$78,379

JOB DUTIES:

1. Support the HCCN program team to ensure the success of HCCN project milestones and activities.
2. Collect, analyze, and maintain data relevant to project activities from participating HCCN health centers, collaborating with the Clinical Services data team as needed.
3. Assist the HCCN Program Manager in collecting and reviewing HCCN project deliverables from HCCN service partner consultants.
4. Develop and maintain HCCN project materials for service partner consultant meetings with participating health centers (i.e., HCCN PowerPoint slides, project milestone tracking forms, etc.) as needed.
5. Develop and maintain materials to support the HCCN program team in coordinating and hosting HCCN project management meetings with CCALAC staff and/or service partner consultants.
6. Participate in HCCN meetings with health centers as needed to evaluate technical assistance (TA) progress and field health center questions and concerns regarding project activities.

7. Develop surveys to collect and assess project-relevant information from participating health centers in relation to HCCN milestones and goals.
8. Develop tools and surveys to measure satisfaction of HCCN TA services from service partner consultants.
9. Assist the HCCN program team in developing and/or facilitating forums, peer networks, and/or roundtables relevant to the HCCN project as needed.
10. Attend CCALAC User Collaboratives and Roundtables as needed (i.e., NextGen User Collaborative, eClinicalWorks User Collaborative, HIT Roundtable, Clinical Advisory Group, etc.).
11. Under the direction of the HCCN Program Manager, perform data entry into Health Resources and Services Administration (HRSA) Electronic Handbooks (EHB) relevant to HCCN program requirements, as needed.
12. Participate in HCCN program monitoring calls with HRSA HCCN Project Officer and present project status updates, as needed.
13. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree or equivalent experience in health related or technology field. Advanced degree preferred.
2. A minimum of three (3) years' experience in project management or coordination is required.
3. Background and expertise in meeting facilitation and training required.
4. Ability to work as part of a team as well as independently with minimal supervision.
5. Knowledge of the Los Angeles County health care system preferred.
6. Knowledge of community health centers and Federally Qualified Health Centers (FQHCs) preferred.
7. Knowledge of electronic health record platforms used by Los Angeles County health centers (e.g., eClinicalWorks, NextGen, EPIC, Athena One, Greenway Intergy) preferred.
8. Working knowledge of current health information technology concepts and priorities preferred, to include the following:
 - a. Data management & analytics
 - b. Health IT cybersecurity/patient privacy issues
 - c. Data interoperability through health information exchange (HIE) platforms
 - d. Data modernization through the implementation of Fast Health Interoperability Resources (FHIR) applications in health center data systems
 - e. Collection of and acting upon patient health-related needs data
 - f. Patient engagement using digital health tools (to include patient portals/messaging systems, telehealth, and remote patient monitoring devices)
 - g. Artificial intelligence (AI) governance policy and implementation in community health centers
9. Excellent oral and written communication skills.
10. Excellent organizational skills and attention to detail.
11. Must be able to occasionally travel approximately 20 percent of the time to participating HCCN health centers within LA County. Traveling outside of Los Angeles County to include overnight stays, as necessary.
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.

LICENSURE

Must possess a valid driver's license and have a reliable automobile that may be used for business purposes. Must have current automobile insurance coverage and an acceptable DMV report.

PHYSICAL DEMANDS

Must be able to lift or carry up to 20lbs.

WORKING CONDITIONS:

1. Majority remote position with in-person meetings and convenings, as needed. Option to work fully in person at CCALAC's offices, if desired.
2. Works in fast fast-paced, high-volume environment with frequent interruptions and critical deadlines. Environment stressful at times.
3. Office environment with very small probability of infection or injury to self or others; however, some potential for repetitive motion injury and eye strain from working on computers.
4. Requires occasional on-site visits to community health centers with possible exposure to work conditions at a health center. Most site visits are expected to be meeting room designed for that purpose.

EQUAL EMPLOYMENT

CCALAC prohibits discrimination based on single or combined protected characteristics.

PERKS & BENEFITS

1. Flexible Work Schedules
2. 100% Paid Medical, Dental & Vision Coverage for Employee
3. Paid Vacation and Sick time, including one Floating Holiday
4. 401(k) Plan with employer match
5. Employee Assistance Plan
6. Group Term Life Insurance
7. Flexible Spending Account
8. Aflac Supplemental Plans
9. Annual Personal Development Funds

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