Health Care Access Coordinator

I. Position Summary: The purpose of the Health Care Access Coordinator position is to assist CHCs in SC with improving access to health insurance coverage and primary health care services for the communities served.

II. Essential Functions/Responsibilities:

A. Outreach and Enrollment
Coordinates the SCPHCA’s efforts in improving patient access to health insurance coverage. In addition, implements activities designed to enhance patient awareness of and utilization of CHC services, as well as fosters professional development and fellowship among health center staff members providing outreach services. Activities include, but are not limited to:
• Coordinating Health Center O/E Coordinators and SC Coalition meetings.
• Providing O/E T/TA to CHCs regarding best practices, policies, reporting, etc.
• Functioning as the O/E point of contact for the BPHC.
• Referring consumers to appropriate O/E resources.
• Participating and/or coordinating public education activities to raise awareness about coverage options available through the Marketplace and Medicaid and to promote CHCs.
• Coordinating Outreach and Advocacy Network meetings.
• Facilitating access to and utilization of the SCPHCA’s YourMembership tool by Outreach Network members.

B. Community Development
Assists with providing technical assistance and consultation services, as appropriate and requested, to existing health centers to facilitate the establishment of additional service sites and to community groups interested in improving access to health care or establishing a new CHC.

C. Special Populations
Coordinates the SCPHCA’s Homeless, Residents of Public Housing, Individuals Living with HIV/AIDS, and Faith/Health outreach efforts. Activities include, but are not limited to:
• Providing T/TA to CHCs interested in expanding services to special populations.
• Communicating relevant resources to health centers regarding services/updates pertaining to special populations.
• Functioning as the Special Populations point of contact for the BPHC.
• Assisting with quarterly Ryan White Part C meetings.
• Expanding the SCPHCA’s Faith and Health Initiative.
• Developing initiatives for other special populations.

D. Other
1. Works in partnership with coalitions and other community groups on issues that impact CHCs and their ability to provide health care services to vulnerable communities.
2. Performs other duties as assigned.
III. Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

A. Education/Experience Required:
• Holds a Bachelor’s degree in Public Health, Social Work, or a related field.
• Possesses a combination of five (5) years’ work experience in health care management.

B. Computer Skills:
• Internet software
• Proficiency in Microsoft Office Suite—Excel, Outlook, Word, and PowerPoint

C. Other Skills/Work Behaviors/Requirements:
• Knowledge of and experience with outreach and enrollment initiatives and public health programs.
Community development experience preferred.
• Experience working with vulnerable communities and partners targeting services to the medically underserved.

EOE

How to Apply / Contact

Interested candidates should submit cover letter and CV/Resume to hr@scphca.org