

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	Community Health Connect Clinic Coordinator
Team	Nursing
Supervisor	Communicable Disease Supervisor
Director	Director of Nursing
Programs	Community Health Connect Clinic
Funding Sources	Grant
Civil Service and FLSA Status	Non-exempt, Classified
Appointment Status	Full-time
Grade/Classification	19
Insurance Benefits	Healthcare, Dental, Vision, Group Life
Leave Benefits	Holiday, Vacation, Personal, Sick
Pay Range	\$19.29
Regular Hours	40
Date Posted	10/22/2024
Candidate Review	Rolling basis beginning 10/28/2024

JOB SUMMARY

The Community Health Connect Clinic Coordinator will work with the Communicable Disease supervisor, healthcare provider and support team to provide health screenings in accordance with the prescribed protocol.

EDUCATION & QUALIFICATIONS

Bachelor's degree from an accredited school in public health, health sciences, biology or other medical field. Public Health experience preferred. Ability to communicate effectively in written and oral form. CPR Certification within one (1) year of hire.

ESSENTIAL FUNCTIONS

Work with staff including the nurse practitioner, medical assistant, educator, social worker, interpreter and support staff to complete the following aspects of the clinic:

- Collecting eligible referrals
- Scheduling patient appointments, including setting up transport and interpretation
- Navigate immigration paperwork and ensure necessary documents are present
- Collect health history, including risk factors for health outcomes, mental health assessments
- Collect labs for health screenings, vital signs and vision and hearing screenings

- Review immunization history and prepare documents for immunizations
- Provide education on all aspects of the clinic
- Review results of screenings, diagnoses, treatment options and work with staff to deliver results
- Refer and schedule to further assessments or primary care
- Provide referral services with necessary lab and assessment results
- Through chart review, assure accurate and complete charting
- Bill Medicaid and invoice Ohio Department of Job & Family Services as applicable
- Assist clients with applications for Medicaid and other benefits

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Additionally, the Clinic Coordinator will:

- Maintain statistical reports as requested by funders and the Board of Health
- Work with supervisor to improve efficiency and quality of clinic operations
- Seek out new referral partners and maintain current community partners
- Pursue clients that are lost to follow-up
- Work with clients to assure soft hand-off for continuity of care
- Order medication and supplies for the clinic
- Work with supervisor to create protocols as necessary
- Be alert for health notifications, recalls and outbreak information that may influence clinic operations

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate effectively in written and oral form. Records management, detail oriented. Safety practices and procedures. English grammar and spelling. Upon hire, candidate must be approved and fit tested for N95 use.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and

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health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a resume to:

Shannon Hackathorne
Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District
Administrative Offices at 529 East Home Road
Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.