



JOB DESCRIPTION

POSITION TITLE:	Liver Health Project Coordinator
LOCATION:	HOPE Clinic - Main
REPORTS TO:	Director of Continuous Quality Improvements & Clinical Services
EDUCATION:	Bachelor’s degree required, preferably in Public Health, Biology, or Healthcare Administration
WORK EXPERIENCE:	1 year relevant work experience. Medical/Clinical, research setting, and non-profit experience preferred.
SALARY MINIMUM:	\$15.00/hour
SALARY MAXIMUM:	\$17.50/hour
FLSA STATUS:	Hourly – Non-Exempt
POSITION TYPE:	Part-Time, Temporary (contingent upon grant); ASAP – 1 Year
POSITION REQUIREMENTS:	Bilingual preferred

HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.

JOB SUMMARY:

The purpose of this position is to plan, develop, coordinate, monitor and manage “Patient-Centered Liver Cancer Prevention in the Houston Community Screening for Fibrosis and Cirrhosis” at HOPE Clinic working with steering committee, partner agencies, HOPE patients, HOPE staff and the community. This position functions to improve the health of the community by evaluating liver health factors and developing intervention efforts to improve liver health: 1) Coordinate comprehensive assessment to efficiently identify patients with risk factors for fibrosis and cirrhosis; 2) working with project steering committee to plan, implement, and evaluate behaviorally-based tailored disease management intervention in patients with risk factors for fibrosis and cirrhosis.

MAJOR DUTIES & RESPONSIBILITIES:

Program Development and Coordination

- Carries out and ensures program scope of work and objectives for the liver health program are met including:
 - Identify & inform eligible patients about the study and offer them the opportunity to participate;

- Screen patients for program eligibility criteria;
- Enroll eligible patient participants and provide informed consent;
- Working with relevant staff to coordinate the translation and administration of patient survey questionnaire in paper or verbally to patients in their preferred language;
- Provide and assist the study teams in the distribution and tracking of compensation to participants, where indicated;
- Working with program staff and physicians to order and collect blood specimens from participants and assist in transporting them to MD Anderson for processing;
- Document and provide reports on enrolled participants on a periodic basis;
- Provide reports on prevalence of hepatitis risk factors among our patient population;
- Ensuring needed diagnostics, clinical parameters, screening tools and laboratory data is ordered, collected, reported and completed for patients associated with the program;
- Develops and implements policies, standard operating procedures, rules, regulations and quality assurance measures for monitoring liver health and other associated laboratory and diagnostic orders/data based on program goals for patients identified related to the program scope of work;
- Develop, manage, and evaluate patient registry, vaccination, medication records, and follow up visits and records of all patients related to this program;
- Support clinic process improvement for quality care in regards to liver health and other related procedures directly or indirectly related to liver health care.
- Attend on-site/off-site community engagement activities, clinic events, and/or training as needed;
- Perform other duties as assigned to support HOPE Clinic's Mission, Vision and Values.

Training, Curriculum Development, Public Education and Information

- Participates in partner training regarding the data reporting systems and patient telemonitoring and program administration;
- Develops and disseminates culturally appropriate study materials in collaboration with partner agencies;
- Conducts technical and informative presentations to professional and lay groups in the community regarding cancer prevention and other topics as outlined in the scope of work for the liver health program;
- Implements activities, as appropriate, in regards to liver health awareness, screening, vaccination of viral hepatitis, management, and treatment. Updates program plan as necessary;
- Keep complete record of program outreach, activities, and contacts along with the people reached;
- Presents at local and national conferences on liver health integration and related issues, when appropriate. Helps coordinate data and content for publication related to program findings and outcomes when appropriate;

- Work with all HOPE Clinic departments to stay updated about clinic services and programs; work with the necessary liaisons for program development;
- Coordinates communication between HOPE and partner agencies, works to coordinate meeting and program group meeting space/logistics as needed to carry program Functions;
- Participates in conference calls/webinars, in-person meetings and correspondence to support programmatic activities;
- Participate in monthly virtual meetings to provide updates on project progress and status of deliverables;
- Participate in quarterly in person meetings to provide updates on project progress and status of deliverables;
- Perform other duties as assigned to support HOPE Clinic's Mission, Vision and Values.

QUALIFICATION REQUIREMENTS:

- Strong proficiency and experience in developing, implementing, and evaluating data and data management on Excel, Access, or other data collection and evaluation programs;
- Knowledge of and experience in developing, implementing, evaluating, and working in a clinical program;
- Knowledge of basic public health concepts, including an understanding of public health philosophy, goals and practices. Knowledge of communicable disease program objectives, goals and priorities;
- Knowledge of the etiology, treatment, control and prevention for aspects of viral hepatitis, specifically hepatitis B and C; medical and epidemiological aspects of diseases include liver cirrhosis, non-alcoholic fatty liver disease; and characteristics of at-risk populations;
- Knowledge of testing methodology, techniques and precautions in the collection, preparation, recording and transport of various specimens;
- Knowledge of the resources available in the examination and treatment of viral hepatitis and communicable diseases;
- Skills in meeting and dealing successfully with persons in diverse cultural groups.
- Proficient in use of computers and software programs such as Word, Excel, and PowerPoint;
- Must be able to utilize the Internet;
- Knowledge of best practices in viral hepatitis program integration;
- Efficiency in data management and capacity to compile analyze, evaluate and interpret data, including use of statistical software or willingness and ability to learn the software;
- Ability to prepare comprehensive narrative reports, including all accompanying graphics, charts, and tables, clearly and concisely in written format;
- Strong written and oral communication skills, must be detailed oriented and able to handle multi tasks;
- Submits Agency forms, reports and documentation in a timely manner such as

improvement activities, response to memorandums, travel reconciliation, supply requests, leave requests, monthly data submissions, staff training and in-service;

- Actively participates in agency performance improvement initiatives and quality assurance activities;
- Positively contributes to staff morale and corporate culture;
- Ensures that work assignments and information gathered from day to day work is not shared with anyone and protects all patient and agency information. Is knowledgeable of and maintains HIPAA standards of privacy and confidentiality;
- Skill in adjusting to sudden changes of priorities and quantity of workload. Resourceful, responsible, and able to work irregular and/or long hours with little advance notice;
- Carries out other duties as assigned and supports the agencies Mission, Vision and Values Statement.

EDUCATION and/or EXPERIENCE:

Minimum of Bachelor's degree required; preferably in Public Health, Biology, or Healthcare Administration and/or with a background in Science/Health. High School diploma or GED is required. Experience in the medical field, research settings/projects and in non-profit environments are preferred.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret general health and social services guidelines, technical procedures or governmental regulations;
- Ability to write reports, health correspondence and procedure manuals;
- Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public;
- Skill in working and communicating with persons from diverse socioeconomic groups. Capable of maintaining confidentiality, self-control and composure under adverse circumstances;
- Skill in educating, persuading, instructing, and advising health care providers and the public in communicable disease control measures;
- Ability to make effective technical and informative presentations to professional and lay audiences.

COMPUTER/TECHNOLOGY SKILLS:

Strong proficiency and experience in data collection, management, and evaluation on programs such as Excel, Access, or other data management programs.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in

situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

LEADERSHIP RESPONSIBILITIES:

No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training staff.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT:

Work tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choice in the selection and application of established methods. The job received frequent, ongoing supervision.

PROBLEM SOLVING:

Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

COMMUNICATION/INTERACTIONS:

Information sharing - give and receive information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

IMPACT OF DECISIONS:

Follow rules and procedures. Decisions can have minimal or no impact to HOPE Clinic. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

PATIENT RELATIONSHIPS:

Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

AMERICANS WITH DISABILITIES SPECIFICATION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard reach;
- Specific vision abilities required by this job include close vision requirements due to computer work;
- Light to moderate lifting (up to twenty pounds) is required;
- Ability to uphold the stress of assisting patients of diverse backgrounds;
- Regular, predictable attendance is required.

WORKING/ENVIRONMENTAL CONDITIONS:

Work is normally performed in a typical health clinic work environment which may or may not subject the employee to hazardous or unpleasant elements, noise, crowds, confined/restricted but fire hazard approved desk spaces/rooms and varying temperatures at the clinic. There may be occasional off-site/outdoor assignments with exposure to heat/cold, wet/humid, dry/arid airs or temperatures.

HOPE Clinic is a smoke free workplace in compliance with federal guidelines.