



Job Title: Coordinator, Connecticut River Valley Farmworker Health Program

Date Updated: May 2018

Job Category: Exempt

Job Status: Full-time

Division: Training & Technical Assistance

Functional Area: D

Job Code: TBD

Reports To: Manager, Connecticut River Valley Farmworker Health Program

Location: Boston, MA

Manage Others: No

Committees You Lead or Are a Member Of: None

Travel Required: Air and road (limited)

Key role: Assist with the day-to-day operations of the Connecticut River Valley Farmworker Health Program (CRVFHP), a Section 330g migrant voucher program funded through a grant by the Health Resources and Services Administration. The CRVFHP's goal is to ensure access to high quality, comprehensive and coordinated health care, outreach, health education and other related services for migratory and seasonal agricultural workers (MSAWs) and their families in the Connecticut River Valley in a linguistically and culturally-sensitive manner.

Key responsibilities:

- Review and perform data entry of patient eligibility forms and health encounter (billable and non-billable) forms to support payment for services, assure accuracy, program compliance, quality assurance and patient satisfaction
- Provide ongoing data entry and support of outreach contact reports and outreach invoices (expenditure reports); keep accurate spreadsheets up-to-date; alert management when needed
- Support CRVFHP Manager in transition to convert to paper-less project
- Assist with focus group reports

- Manage paperwork flow of program eligibility forms and primary care encounter forms
- Maintain filing and data information systems
- Work with CRVFHP staff to develop process improvement projects (shared tools, technology, automation, etc.)
- Coordinate production of materials for and scheduling of program outreach meetings and trainings
- Update CRVFHP forms and e-modules as needed
- Assist marketing initiatives, updating CRVFHP promotional material, placing orders, and distributing new material to Community Health Centers (CHCs)/Partner Agencies
- Attend monthly programmatic meetings to take meeting notes/minutes
- Distribute agenda and minutes to participants, members and other committees and task forces as assigned and in a timely manner
- Serve as point-of-contact for CHC Outreach Workers regarding eligibility applications/claims, promotional material and health education material
- Assist with content planning, writing and distributing bi-monthly newsletter, *Notes from the Field*, sourcing relevant information from articles, email blasts, and other newsletters
- Perform administrative duties such as typing, faxing, and photocopying, data entry and tracking, filing, ordering, distributions, maintaining records and minutes, and researching
- Meet with CRVFHP Manager weekly to report on status of work projects
- Support engagement of interns, as applicable
- Submit monthly program activity reports (PARs) to the League
- As needed, responsible for back-up reception, mail distribution, telephone coverage, coordinating calls and referring informational callers to appropriate staff
- Complete other responsibilities, as assigned by management

Key qualifications:

1. Education

- Bachelor's degree

2. Experience

- Two to four years' experience, or equivalent

3. Skills

- Administrative experience
- Demonstrated experience working with data
- Experience working in health care environment
- Excellent computer skills (e.g. Excel, Word, PowerPoint, Access, Outlook, Constant Contact, Survey Monkey, Asana and web-based databases)
- Experience working in Electronic Medical Records and structured electronic information databases
- Excellent interpersonal skills
- Attention to detail and problem solving skills
- Organization: able to parse larger projects into smaller, achievable goals
- Ability to work with minimal supervision
- Excellent ability to manage time in order to work on multiple projects and tasks simultaneously and handle stress in a professional and positive manner
- Ability to maintain and update office records and files

- Effective oral and written communication skills. Fluency in spoken and written Spanish desirable but not required; bicultural background and/or experience desirable
- Punctual and timely in work assignments
- Experience working with migratory and seasonal agricultural workers and growers (i.e. labor organization, community outreach and advocacy) desirable, but not required
- Experience with federal grant reporting desirable, but not required

4. Physical

- Work routinely requires 50% or more of time in a stationary position usually focused on using a computer
- Occasionally move about inside the office to access file cabinets, office machinery, etc.
- There are no restrictions on ability to interrupt periods of sitting
- Manual dexterity required for typing, filing, etc.
- Vision requirements, as appropriate, for working on computer and with typed and handwritten materials
- Occasionally move equipment weighing up to 50 pounds to and from external meetings and throughout office for various event needs

5. Environmental

- Climate controlled office
- Moderately noisy work environment
- Shared office space
- Potential to occasionally work virtually / off-site

6. Professional Development

- Opportunities to attend professional and skill development trainings in-person and / or online may be provided and required
- Opportunities to attend professional conferences

Massachusetts League of Community Health Centers (League) Job Posting

Title: Coordinator, Connecticut River Valley Farmworker Health Program

About Us: Established in 1972, the Massachusetts League of Community Health Centers ("the League") is a non-profit, statewide association representing and serving the needs of the state's 50 community health center organizations with more than 300 total access sites. Our mission is to promote population health equity for all through leadership and programs supporting community health centers in achieving their goals of accessible, quality, comprehensive, and community responsive health care.

About the Valley: The Connecticut River Valley is the largest agricultural region in New England, extending from the Vermont border of Massachusetts to the Long Island Sound. Agricultural workers in the region pick shade tobacco (used to wrap cigars), apples and other fruits and vegetables, and are employed in nurseries and sod farms in both states. An estimated 18,000 migratory and seasonal agricultural workers (MSAWs) and their families live within the Connecticut River Valley.

Office Locations: Boston, possible Worcester option

Work Hours: Monday-Friday 9am-5pm

Salary Range: Competitive

Purpose of the Position: Assist with the day-to-day operations of the Connecticut River Valley Farmworker Health Program (CRVFHP), a Section 330g migrant voucher program funded through a grant by the Health Resources and Services Administration. The CRVFHP's goal is to ensure access to high quality, comprehensive and coordinated health care, outreach, health education and other related services for MSAWs and their families in the Connecticut River Valley in a linguistically and culturally-sensitive manner. Coordinator must:

- assist with program activities and transactions for accuracy in service transactions and documentation, program compliance, quality assurance and patient satisfaction through data monitoring, quality improvement, and collaborative migrant service organization relationships regionally and nationally
- be responsible for tracking of patient and service data and payment and processing of health care, outreach and other related services for migratory and seasonal agricultural workers and their families in the Connecticut River Valley in both Connecticut and Massachusetts.