

**Maine Mobile Health Program  
Position Specifications  
Essential Functions and Applicant Requirements**

**Position Title:** Clinical Coordinator  
**Pay Designation:** FTE Salaried (exempt)  
**Position Reports To:** Executive Director and MMHP Medical Director (clinical)

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**Position Summary:**

The Clinical Coordinator is responsible for supporting the clinical program of the Maine Mobile Health Program, which serves patients across the State of Maine with logistical, cultural and linguistic challenges. Areas of focus include clinical workflow and protocol development and implementation of Quality Assurance activities. The CC will be responsible for ensuring that MMHP patients have full access to integrated health services during seasonal harvest periods that are most concentrated from May-December. This position reports directly to the Executive Director and works closely with and under the supervision of the Medical Director.

**Essential Functions:**

- 1. Clinical Programming Support:** The majority of clinical staff working on the program are part-time, so the CC is the organization's focal point for the clinical team.
  - a. Work with Executive Director and Medical Director on all ongoing clinical activities, projects and programs to facilitate management and continuity
  - b. Implement health education services, screening clinics and other activities
  - c. Assist with clinical updates for CHW team as needed (topic specific, BLS, blood-borne precautions, etc.)
  - d. Design and implement education and updates for existing internal providers as well as referral providers, including workflows related to clinical quality measures and mobile unit procedures
  - e. Provide support for part-time clinical staff
  - f. Attend mobile unit clinics as needed to train staff, observe and fine-tune workflows to ensure fulfillment of organizational priorities
  - g. Monitor and coordinate quarterly clinical reporting systems and other clinical tracking mechanisms, including referral arrangement reports
  - h. Maintain inventory and reconciliation of prescription medication supplies and update medical and prescription drug master inventory based on recommendations from MMHP Medical Director and/or mobile clinic staff
  - i. Serve as the liaison between clinical providers in the field and the Medical Director and others on the administrative team to ensure that providers are informed of both scheduling and logistics, as well as clinical priorities
  - j. Work with the Director of Outreach to schedule the mobile unit clinics by harvest to ensure proper staffing to address identified patient needs
  - k. Keep MMHP's Mobile Unit Manual updated
  
- 2. Electronic Medical Record Management:**
  - a. Support the development of workflows related to the use of MMHP's Electronic Medical Record (EMR)

- b. Orient new providers to clinical workflows and electronic health record (EHR) system
- c. Manage tracking and receipt of medical records flowing into the EMR; categorize documents, extract clinical data points to track Quality Measures for federal reporting, direct to appropriate clinicians for review
- d. Manage tracking and communication of medical results to patients
- e. Support MMHP's annual Federal Uniform Data System (UDS) reporting
- f. Run Quality Assurance reviews of data and documentation by clinicians and CHWs

### **3. Quality Assurance:**

- a. Staff Quality Assurance (QA) Committee
- b. Assist QA Committee in monitoring program performance
- c. Maintain system for complete and accurate medical records to assure compliance with regulations and policy
- d. Assure that annual Patient Satisfaction data is collected, analyzed and reported out
- e. Maintain MMHP Uniform Data System (UDS) clinical measures registries
- f. Assist with designing and completing audits and chart reviews to support quality improvement and chronic disease management above and beyond required UDS reporting requirements (i.e. voucher and provider audits, collection and analysis of chronic disease data)

### **Other Functions:**

1. Support MMHP's Emergency Preparedness efforts, ensuring that all policies, plans and equipment are up-to-date for emergency response planning
2. Attend EP meetings
3. Work collaboratively with the Behavioral Health Coordinator to ensure effective workflows for integrated Behavioral Health services
4. Participate in MMHP trainings, retreats, and harvest debriefs
5. Adhere to infection control/safety guidelines, confidentiality policies, personnel policies, rules, laws, and other regulations
6. Other duties as assigned

### **Availability Requirements:**

Standard Monday through Thursday schedule with some evening/weekend hours required. Field work takes place in migrant farmworker camps, work-sites and trailer parks. Statewide travel is required and reliable transportation is necessary.

### **Essential Requirements:**

- **Licenses:** Current driver's license, with clean driving record for the past 3 years or period of licensure, whichever is shorter. Reliable transportation and insurance required.
- **Education:** Degree commensurate with licensure requirements
- **Skills/Abilities:**
  - The CC must have a background in public health, health administration or be a licensed clinician (i.e. MA, RN or FNP or PA licensed to practice in the State of Maine and in good standing)
  - Bilingual English/Spanish OR English/Haitian Creole with proficiency speaking and writing in both languages of ability desired

- Clinical assessment appropriate to experience and training as well as counseling and case management.
- Have success in working in cross-cultural settings and be able to work independently, as well as have strong communication and interpersonal skills
- Ability to organize, document, and prioritize work, ability to work well with others and communicate effectively
- Communicate and interact with farmworkers and colleagues in a culturally appropriate manner.

**Equipment Usage Requirements:**

- Computer, Cellular Phone, Fax
- Automobile

**General/Field Work Environment and Physical Demands:**

- Steady exposure to voices and routine noises and occasionally loud sounds
- Slight likelihood of minor injury
- Slight likelihood of exposure to toxic condition
- Likelihood of working with others is great; association is frequent and comprises a major portion of the job
- Likelihood of working with people from a variety of cultures and speaking languages other than English is great
- Work is often in rural settings, FW residence or labor sites, and clinical settings
- Lack of control over pace of work is moderate, with periods of assignment-based pace
- Role ambiguity is slight, rarely is it not clear what others expect of the worker
- Irregular work hours, depending on season, needs, and availability

**Cognitive and Emotional Demands:**

- Problem solving required along with frequent times when situation assessment and corrective action is needed
- Must remain calm and exercise self-control in working relationships with patients and staff
- Works directly and on a regular basis with persons who are or may become ill or disabled, must possess skills to cope with stresses associated with illness, disability, behavioral health concerns and at times death

**NOTE:** This position summary and job description is a general overview of the primary responsibilities which is subject to review and revision at any time.

I have read and understand the above Position Description.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date