

**INGHAM COUNTY  
JOB DESCRIPTION**

**ACCESS TO CARE/PROJECT COORDINATOR**

**General Summary:**

Under the general direction of the Health Officer, oversees a process to reach consensus in the community on strategies to achieve an organized system of health care for uninsured and under insured County residents and processes in neighborhoods and communities that identify strategies for improving community health status. Coordinates the implementation of the Robert Wood Johnson Foundation grant Greater Lansing Community Health Collaborative and the W K Kellogg Foundation grant, "Community Voices". Develops community fora where the issues related to an organized system of care and community health improvement can be assessed and resolved. Ensures that activities of the fora are facilitated and documented and that they move toward the solution of providing access to an organized system of care for all County residents.

**Essential Functions:**

1. Works with the Health Officer and other health system and business leaders to develop a forum within which to identify, dialogue and resolve issues related to an organized system of care for the uninsured and under insured.
2. Engages health care providers such as hospitals and other health care providers and community organizations such as churches, schools, businesses, and neighborhood associations in a continuous dialogue until consensus is reached on health care solutions.
3. Provides assistance and advice to others in the community who are facilitating community processes related to health care issues.
4. Assures that forum processes are facilitated or directly facilitates such processes.
5. Implements processes and activities that will accomplish the goals and objectives stated in the RWJF grant "Greater Lansing Community Health Collaborative" and the W K Kellogg Foundation grant, "Community Voices".
6. Develops appropriate documentation and reports to be delivered to community participants and the Foundations.
7. Assists in the selection of outside consultants to facilitate portions of the community process outlined in the proposal. Develops, negotiates, and monitors contracts with community partners to carry out the work of increasing access to health care.
8. Documents and communicates dialogue and strategies chosen by the community through the community process.

9. Prepares grant proposals designed to support the implementation of strategies developed through the community process to implement an organized system of care for all County residents.
10. Prepares reports as required by grant funding agencies on grant activities completed and planned. Assists Health Department staff with grant preparation.
11. Prepares regular reports for the Health Officer on activities and progress concerning obtaining health care for uninsured and under insured County residents.
12. Attends local, state, and national meetings and conferences concerning health care access as required by the Health Officer or grant funding sources. Monitors and communicates state and national program and policy information related to health care access.

**Other Functions:**

13. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in Health Sciences, Communications, or a related field. Master's Degree preferred.

**Experience:** Five years of experience as a program facilitator with grant writing and health services experience.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information using a computer.

Ability to access office files.

Ability to travel to attend meeting and conferences.

**ACCESS TO CARE/PROJECT COORDINATOR (12/7/00)**

**Page 3**

**Working Conditions:**

Works in office conditions and travels to various locations attend meetings and conferences.

