

**Job Title:** Operations Coordinator, Great Rivers Pathways Community HUB

**Reports to:** Operations Manager, Great Rivers HUB

**Organization:** Great Rivers United Way

## **BACKGROUND AND GENERAL DESCRIPTION**

Great Rivers United Way is working in partnership across government, health, and nonprofit sectors to create a system of community care coordination that among several objectives will connect people in need with resources available and assure at-risk populations are connected to holistic supports to improve their health. The nationally standardized Pathways Community HUB model focuses on completing pathways for high-risk individuals to reduce their risk and improve their overall health. Great Rivers HUB is the local implementation of the Pathways Community HUB model.

Great Rivers HUB functions as an administrative center for a community and region-wide network of care coordination agencies throughout identified communities who connect health and social services resources to disadvantaged populations. This model screens families for risk factors and connects them to Community Care Coordinators, such as Community Health Workers, who work for a variety of nonprofits and serve as a link to existing community resources.

A full-time HUB Operations Coordinator will be responsible for managing the day-to-day operations of the HUB model as well as working closely with the HUB Operations Manager and Director to manage the implementation of the strategic direction and expansion of Great Rivers HUB.

## **PURPOSE**

Develop and implement the Great Rivers HUB and the network of care coordination agencies and Community Health Workers who will address needs of at-risk populations to mitigate risks and improve overall health. Manage a system to find the most at-risk populations, provide effective community care coordination, and measure results.

## **POSITION RESPONSIBILITIES**

### **Pathways Community HUB model Management**

- Monitor Pathway completion status and data (completed, accurate and timely data entry) input to the HUB
- Attend HUB-related meetings: Community Advisory Board, Coulee Region Community Health Worker Network (CRCN) meetings and other meetings as necessary. Take notes at CRCN meetings as requested.
- Use CCS database to monitor and evaluate care coordination according to policies
- Support all HUB expansion activities and participate in grant/payer related activities as identified by HUB Director and Operations Manager

## **Care Coordination Agency Support and Management**

- Maintain positive relationships with Care Coordination Agencies (CCAs) and Community Health Workers (CHWs)
- Coach and support Community Health Workers in their daily tasks.
- Coordinate with Operations Manager to manage all required paperwork of new CHWs
- Support Operations Manager in CHW Onboarding and ongoing trainings and tracking completion of training for CHWs
- Ensure CCAs are maintaining compliance with Great Rivers HUB Policies and Procedures through daily, weekly and monthly quality assurance checks of the database.
- Prepare CCS reports when requested for HUB Director, Operations Manager and for community Care Coordination Agencies (CCAs).
- Communicate with Care Coordination Agencies and monitor the HUB database to ensure quality care is provided to clients by Community Care Coordinators to include appropriate connection to interventions according to developed protocols.
- Conduct at least quarterly Reviews/Audits of database, information and report out results to HUB Director and CCAs; monitor quality improvement recommendations and requirements.
- Ensure CCAs and CCCs/CHWs are connected to community resources for appropriate resource alignment and pathway completion.
- Participate quality assurance and improvement tasks as directed by Operations Manager or Director.
- Provide training and support as needed to CCAs for continued service and contract compliance with Great Rivers HUB, to include database navigation, Pathways, interventions/protocols and other relevant areas of support as identified by HUB Policies and Procedures

## **Community Engagement**

- Maintain effective communication and relationships with key community partners in government, social services and healthcare.
- Be prepared to present on the care coordination agencies and their roles in the Great Rivers HUB
- Collaborate with the HUB Director and staff to identify community service gaps and needs as identified by HUB data collection.
- Identify resources in each HUB county and enter data into Care Coordination Systems.
- In coordination with Operations Manager, develop relationship with community resources to develop improved workflows for CHWs and enhance resource connection to the HUB overall. Deliver resources to CHWs when appropriate or needed.
- Support Operations Manager in referral partner follow up and closing the loop on referral assignments.
- Assist in planning HUB-related events and informational meetings with interested parties.
- Prepares, distributes, and maintains variety of reports as directed by HUB Director, to include monthly operations update to Steering Committee
- Participate in all local, regional and Statewide Community Health Worker initiatives. Support regional and Statewide network development.

## **Great Rivers United Way Responsibilities**

- Develop and maintain a thorough and nuanced understanding of Great Rivers United Way programs and initiatives
- Represent all Great Rivers United Way partner agencies with integrity and respect.
- Attend weekly staff meetings
- Attend GRUW related events and provide needed updates as requested by GRUW staff, Executive Director and Board of Directors
- Other duties as assigned

## **QUALIFICATIONS**

**Education:** Our preferred candidate would be a certified Community Health Worker.

**Experience:** Minimum of one year of combined experience in CHW work, case management, human service, public health or administration and project management.

**Knowledge:** Knowledge of public health and/or human services. Specific knowledge of case/client management. Ideally, knowledge of the Pathways Community HUB model and local community resources.

**Skills:** Strong organizational and time management skills. Ability to work independently. Positive coaching skills. Excellent program management and implementation skills. Ability to work in a fast-paced, dynamic environment, handling multiple tasks simultaneously. Demonstrated ability to build and sustain productive relationships and work professionally and effectively with diverse individuals, groups, organizations and communities. Comfortable facilitating group meetings and trainings. Familiarity with health care and social services available in the region. Intermediate computer skills in Word, Excel, and PowerPoint.

- Some regional travel will be required
- Must be able to pass a background check and monthly exclusion checks

**Salary range:** \$40,000-43,000

**Application Deadline: May 12, 2023**

**Send letter of interest and resume to: [lpurl@gruw.org](mailto:lpurl@gruw.org)**

*Great Rivers United Way is an Equal Opportunity Employer.*