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ROCKY BOY HEALTH CENTER

EMPLOYMENT ANNOUNCEMENT

POSITION: MEADOWLARK CARE COORDINATOR
SUPERVISOR: MEADOWLARK PROJECT DIRECTOR
DEPARTMENT: MEDICAL
SALARY: HS STARTING $17.00
CERT STARTING $17.85
ASSOCIATES STARTING $18.74
SALARY RISES BASED ON EXPERIENCE
CLASSIFICATION: REGULAR, FULL-TIME
OPENING DATE: SEPTEMBER 12, 2024
CLOSING DATE: SEPTEMBER 30, 2024

POSITION SUMMARY:

The Care Coordinator works with patients to identify social factors that may impede their treatment and continually facilitates the right care at the right time. This is done by utilizing a variety of resources to augment the Clinical Team and Community Team of social service providers, peer recovery coaches, and related caregivers. This group provides critically needed support for pregnant and postpartum women and their families.

MAJOR DUTIES:

- Organize patient care activities between two or more participants involved in a patient's care to facilitate the appropriate development of health care services.
- Coordinate outside services to address complex social situations that often impede treatment, such as unsafe of insecure housing, lack of transportation, childcare, and family violence.
- Identifying the patient's social needs, such as safe housing, reliable transportation, healthy food, and childcare.
- Cultivating the community resources necessary for meeting the patient's social needs and actively engaging the patient and their family in connecting with those resources. This involves identifying potential barriers the patient may confront when trying to engage with available resources.
- Providing the clinical team with feedback on other factors influencing the patient and family's engagement with care, such as a history of trauma, cultural factors, or domestic violence.
- Working in partnership with the behavioral health provider to eliminate barriers the patient and their family may confront when trying to engage with care.
- Be the system navigator and point of contact for patients and families, with patients and families having direct access for asking questions and raising concerns.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- High School Diploma or Equivalent
- One year experience as a Certified Nursing Assistant or Medical Assistant.

DESIRED QUALIFICATIONS:

- Certified Medical Assistant
- Doula or Lactation Consultation Certifications

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.
ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST.
SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:

In Person	Rocky Boy Health Center Human Resources Office 6850 Upper Box Elder Road Box Elder, Montana 59521
E-mail	rbhchr@rbclinic.org
Online	https://www.rbclinic.org/employment

APPROVED FOR ADVERTISEMENT:

DocuSigned by:
Joel Rosette
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Joel Rosette,
Chief Executive Officer