



The University of Vermont

TITLE: Care Coordinator

STATUS: Part-time Temporary Wage Employee at rate of \$15.50 per hour. Position does not qualify for full university benefit plan.

TERMS OF EMPLOYMENT: Temporary Part-Time Wage Position (18-20 hours a week)

REGION OF WORK: based out of St. Albans Extension office with potential to work from home after initial training period

QUALIFICATIONS/REQUIREMENTS:

- Minimum Associates Degree or at least two years of related experience required
- Bilingual Spanish/English, advanced oral & written ability in both languages a must
- Effective verbal communication and interviewing skills
- Experience with rural populations including farmworkers and/or disadvantaged populations
- Working knowledge of Vermont health care system
- Comfortable with technology including email, instant messaging & database navigation
- Effective organizational, communication and computer skills
- Ability to work independently and as part of a statewide team
- Ability to occasionally work non-traditional hours
- Able to pass Criminal Background check

REPORTS TO: Migrant Health Coordinator – Bridges to Health

BASIC JOB OVERVIEW:

- This is an office-based position.
- The Care Coordinator will use phone, video, and instant messaging to educate interested immigrant farmworkers about relevant community health resources and how to access these resources.
- This position is responsible for coordinating and supporting health care access to immigrant farmworkers across the state by communicating with farmworkers, health care access points and occasionally farm owners and managers. Coordination and support can include patient registration completion, financial assistance application support, appointment scheduling, coordinating transportation, coordinating interpretation, billing support, appointment follow-up
- The Care Coordinator will support the recruitment of new volunteers, process new volunteer applications, and coordinate health access volunteer involvement.

- The Care Coordinator will be responsible for maintaining up-to-date database of patient information, appointments, volunteer drivers, volunteer interpreters, and clinic information

SCOPE OF ACTIVITY: The Care Coordinator will support immigrant farmworkers across the state to access health care services. His/her primary role will be facilitating farmworker access to appropriate medical and specialty health care providers. The Care Coordinator will also coordinate volunteer involvement in ensuring health access for this population. The Care Coordinator works in collaboration with Regional Coordinators doing health outreach for Bridges to Health and with the Migrant Health Coordinator.

To apply send **resume** and **cover letter** by September 29, 2019 to Naomi Wolcott-MacCausland, Migrant Health Coordinator, nwolcott@uvm.edu