

Project Coordinator, Eliminating Health Disparities Initiative

The Project Coordinator for St. Mary's Health Clinics (SMHC) is responsible for general application of the EHDI Grant, supporting patient populations requiring additional support and services related to diabetes and cardiovascular disease. This includes co-managing care coordination, support staff education, quality improvement activities and maintenance of grant activities outlined in the approved work plan.

Job Responsibilities:

- Together with leadership and staff, provide leadership for the assigned grant work plan and requirements outlined by the state of Minnesota.
- Assist with patient referral recommendations and tracking of services received by SMHC patients.
- Provide patient support and education related to diabetes, hypertension and cardiovascular disease and documentation of such.
- Complete activity reports related to clinical information as required for quality improvement and work plan objectives.
- Communication and education for patients, stakeholders, partners, providers, and support staff to strengthen information related to project goals.
- If licensed or certified, maintain criteria required by licensing or certifying organization.
- Support, direct and educate Community Health Workers related to assigned clinical topics.
- Arrange for and coordinate staff educational experiences related to project goals.
- Collaborate with SMHC team and medical director to deliver and promote regular clinical case reviews.
- Support, direct and educate Community Health Workers related to assigned clinical topics.
- Support and model the mission of the Sisters of St. Joseph of Carondelet of St. Paul, MN
- Adhere to professional behaviors reflective of the CSJ mission.

Project Support

- Provide education as needed to clinical team about goals and objectives related to EHDI work plan.
- Document patient care and communication as appropriate
- Consult with physicians as needed related to management of the identified patient population.
- Submit and enter data needed for quality improvement or grant required activities.
- Support clinic operations to promote efficient clinic workflow such as phone coverage, mail delivery or general daily office tasks.

Other Duties

- Assist leadership in establishing and implementing policies and processes to support efficient, safe, and effective care, especially related to diabetes and hypertension.
- Provide support and serve as a resource for outreach activities as needed.
- Serve on project teams or committees as requested.
- Assist with the development of protocols, policy review and revision, and order sets relevant to clinical work.
- Foster and promote collaborative relationships with community partners.
- Other responsibilities as assigned for the general effectiveness of clinic operations, outreach and patient care.

Minimum Qualifications:

Education:

- Degree in health-related field; work experience in health-related field will be considered in lieu of degree.

Experience:

- Previous experience in health-related settings, public health, clinic, lab, health education, etc.
- Fluency in written and oral English and Spanish language skills
- Strong interest in learning and gaining knowledge related to prevention and care of patients with diabetes and/or CVD.
- Understanding of business essentials related to clinic operations and relationships to community partners.
- Excellent interpersonal skills
- Strong written and verbal communication skills
- Ability to work independently and as an effective team member.

Licenses / Certificates:

- Valid Minnesota driver's license and vehicle to allow for travel to various clinic/outreach sites.

Technology / Equipment *(if applicable, the proficiencies required to perform the job):*

- Proficiency with Microsoft Office applications
- Commitment to work with technical applications supporting EHDI.

Other

- Maintain consistent and punctual attendance and meet program and project deadlines.
- Time management skills, able to manage fluctuating demands and activities within SMHC Operations

Preferred Qualifications:

- Previous project management experience

Schedule: Daytime regular business hours. 32 Hours / week.

Pay: \$26.00 - \$31.00 / hour

Perks: Benefits include Medical, Dental, Life, LTD, PTO and Sick Time, and Holiday pay.

Please send resumes to apply@csjstpaul.org

St. Mary's Health Clinics is a ministry of the Sisters of St. Joseph of Carondelet and has been providing high-quality, affordable, accessible healthcare to underserved communities since 1992.

Equity Statement Purpose

The CSJ Charism affirms the inherent value of all people. Together we continue to build a community environment that evaluates, celebrates, and encourages diversity in all our practices. This is our collective work.

To this end, the CSJ Community works for equity and inclusion within and beyond the CSJ Community. We invite everyone to join us, hold each other accountable and help us live out our profound love of God and Dear Neighbor without distinction.