

FASD Clinic Care Coordinator

Part-Time, Non-Exempt 0.75 FTE (30 hours/week)

Salary Range: \$52,000-\$55,000

About Us

Proof Alliance, formerly the Minnesota Organization on Fetal Alcohol Syndrome, is a nonprofit based in Minnesota focused on the prevention of fetal alcohol spectrum disorders (FASD) and the support of all impacted by FASD. Our mission is to eliminate disability caused by alcohol consumption during pregnancy and to improve the quality of life for those living with FASD throughout Minnesota. The Proof Alliance FASD Diagnostic Clinic conducts FASD diagnostic evaluations for patients ages 2-17.

Responsibilities

Care Coordination is the ongoing support of patients and their families over time as they navigate care and relationships. It assists patients/families to optimally manage their health care, respects their culture and values, and helps to identify individual needs, health goals, and treatment preferences.

Essential Duties

- As a Care Coordinator, you will provide a purposeful patient and family-centered partnership with the clinic team by developing and supporting a coordinated plan of care between visits to promote a smooth transition across the healthcare continuum
- The Care Coordinator works to maximize the patient's health outcomes and experience by identifying needs, completing pre-visit planning, supporting clinic visits, facilitating post-visit wrap-up, and determining necessary follow-up appointments and/or treatments
- This role also entails utilizing coaching strategies to help ensure patient and family participation in treatment plans, as well as providing exceptional service to internal and external customers
- Serves as a single point of contact by facilitating and overseeing transitions in care within and between care settings, providers, and services
- Rooms patients for the clinicians as needed, completes clinic readiness including records review, and provides administrative support as needed
- Performs other duties as determined by manager and clinic needs

Additional examples of responsibilities:

- Acts as a patient advocate.
- Maintains patient confidentiality.
- Provides current health education about diagnostic and prescribed treatments.
- Documents accurately and completely and keeps record regarding clinical practice.

- Shares information with other members of the health care team.
- Provides continuity among home, office, inpatient setting, and community.
- Uses health coaching techniques to elicit patient goals and priorities to develop individualized patient action plans.
- Informs and supports patients and families to assist them in making informed decisions and navigate the healthcare system.
- Assists with the updating of current and development of new procedures as appropriate.
- Adheres to nursing standards of conduct, performance, and ethics.
- Demonstrates understanding of population-specific characteristics that may affect the healthcare needs of the community.
- Promotes patient-centered care by assessing patient's unmet health and social needs.

Qualifications

Prefer BSN/RN

Prefer 3 years of nursing experience

Excellent verbal, written, and interpersonal skills

Demonstrated experience in patient advocacy, education, and health management

EMR and keyboarding/computer skills

Passion for helping people and for providing patient-centered care

PHN certificate is a plus

Prior experience caring for pediatric populations and/or work experience in care coordination is a plus

Knowledge of culturally responsive resources in the community

Prefer applicants with an Indigenous background and experience working with Indigenous communities

Shows respect and sensitivity for cultural differences

Physical Demands

While performing the duties of this job the employee must have the ability to walk, sit, stand, bend, lift and move constantly during working hours. The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Information

Proof Alliance is an equal opportunity employer and highly values a diverse work environment. Proof Alliance offers a family-friendly, work/life balance office environment, and a complete benefits package that includes: generous vacation and sick time off, medical & dental insurance, short- and long-term disability insurance, life

insurance, dependent care and health FSA, and an IRA. The selected candidate must be able to pass a background check for violence offences and offences against vulnerable populations.

To Apply

Please email Jennifer Stieve, Director of Finance & Administration, at jennifer.stieve@proofalliance.org your resume and a couple of paragraphs on why you're interested in this position.