



Job Description: Bilingual Associate, Health Network

I. JOB DETAILS

Position Title:	Health Network Associate
Location:	Negotiable
Reports to:	Director, International Projects & Emerging Issues
Position Class:	Employee
Compensation:	Benefits
Travel Required:	Yes
Date:	15 February 2022

II. JOB DESCRIPTION

A. Summary

The Migrant Clinicians Network is hiring a bilingual Health Network Associate to be stationed either in Austin, TX or available to work remotely. The candidate will report to MCN Director of International Projects and Emerging Issues in the Austin office. This position is classified as Full Time, Hourly, and the compensation includes benefits but does not require the supervising of other staff. Some travel is required for the annual meeting and possibly locally for networking and collaborative initiatives. The candidate must feel comfortable discussing women’s health issues and assisting with prenatal care information.

B. Core Competencies

- Committed to working with MCN for a reasonable timeframe, preferably a minimum of two years
- Works in alignment with MCN’s organizational values: teamwork, innovation, excellence, and a passion for the mission
- Applies MCN’s performance improvement goals and guidelines
- Maintains a positive outlook and flexibility in MCN’s fast-paced and dynamic environment
- Demonstrates personal initiative in all activities
- Develops and maintains relationships with a diverse community of office colleagues, remote staff members, and other organizations
- Possesses excellent communication both verbal and written

C. Primary Activities

- Conduct interviews and health education with individuals enrolled in Health Network (<https://www.migrantclinician.org/services/network.html>).
- Provide patient navigation for individuals--referrals for care, follow-up to determine that care was received, and additional case management.
- Contact enrolled participants to provide follow-up education about their health status and test results.

- Input information about follow-up and care coordination calls into the Caseworthy HN database.
- Enter enrollment information and health information from participant medical records.
- Communicate weekly with MCN Chief Medical Officer, and other members of the clinical team, the Director of International Projects, and other Health Network Associates about the status of cases under case management.
- Communicate with clinicians about the status of their Health Network patients (i.e., enrollment status, treatment status). Transfer medical records to clinicians as needed. Request medical records from clinicians as needed.

III. JOB REQUIREMENTS

- Education. Bachelor's degree from an accredited four-year college or university preferred. Experience in public health, social work, or other related fields is helpful.
- Language. Bilingual in English and Spanish. Oral and written fluency in English and Spanish required.
- Experience. Familiarity with migrant and immigrant populations, healthcare, or social services is helpful.
- Computer Skills. Microsoft 365 Suite, basic HTML knowledge, and familiarity with virtual meeting software and Adobe Suite, a plus
- Other skills. Strong communication and time management skills are required. Must be able to manage multiple patient cases. Must have the ability to function independently within established program guidelines and prepare and maintain records. Proven ability to continually adapt and learn new procedures and software programs. Must be proactive at solving problems.

IV. PHYSICAL REQUIREMENTS

Visual/hearing ability sufficient to quickly analyze and comprehend written/verbal communication and all business documents. The ability to perform tasks involving physical activity, which may include lifting, not to exceed thirty (30) pounds, and extensive periods of standing and sitting. Must possess the ability to manage stress as it related to the job functions described herein.

V. COMPENSATION

MCN offers full-time, hourly employees an array of benefits including: Employer contributed investment account, health insurance, disability insurance, life insurance, a health and wellbeing stipend, monthly contributions to a health savings account, 18 days/year of paid time off, and 12 holidays. Entry salary is \$15.50/hour.

VI. DISCLAIMER

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. MCN reserves the right to revise or change job duties and responsibilities as the need arises, or as program needs change. In compliance with EEOC 29 CFR, part 1630, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodations shall be made if it does not constitute undue hardships upon this organization.