Job Announcement - Farmworker Health Specialist

The NC Farmworker Health Program, within the Office of Rural Health and Community Care, is seeking a qualified individual for a full-time position beginning immediately. **The position is currently a temporary position without benefits but will be opened to applicants for the full-time state position in the near future.**

The North Carolina Office of Rural Health and Community Care (ORHCC) assists underserved communities and populations to develop innovative strategies for equal access, quality, and cost-effectiveness of health care for all – to work with communities to meet the health needs of all underserved residents, to foster state and local partnerships with ownership vested in communities, to provide in-depth technical assistance provided on an on-going basis, to assure clear and measurable accountability, and to seek to eliminate health disparities. The North Carolina Farmworker Health Program, within ORHCC, works with a statewide network of service providers to improve the health of migrant and seasonal farmworkers and their families in North Carolina.

**Primary Purpose of the Position:** This position is responsible for managing program data, developing and disseminating data reports, program evaluation, participating in continuous quality improvement processes, conducting needs assessments, providing technical assistance to agency administrators and outreach staff, and working in a team to assist with other program responsibilities, such as contract monitoring, intern and volunteer projects, collaborative partnerships, and grant writing.

**Job Responsibilities:**

**30% Data Management:**

- Communicate with Database Application Program Developer to ensure user feedback is incorporated into system enhancements.
- Develop or maintain up-to-date documentation tools for tracking services that are supported with ORHCC funds within the timeline as specified by supervisor. This includes the labor camp site register, the child, adolescent and adult health assessment forms, and the enabling and medical encounter forms.
- Ensure that the Contractor is properly entering data in the program’s database.

**25% Technical Assistance and Contract Monitoring:**

- Provide orientation, education and timely relevant technical assistance to assist in meeting internal and external partners’ business needs, contract needs, and grant goals.
- Assist Contractors with developing systems of healthcare that are accessible to farmworkers, examining factors such as hours of operation, cost, language, transportation, eligibility policies, and appointment systems.
- Assist Contractors with developing provider networks to facilitate access to specialty care.
- Assist Contractors with establishing collaborations and partnerships that strengthen the Contractor’s services and leverage resources.
- Provide guidance about federal and state laws regarding protections for farmworkers.
- Promote and assist in developing performance measures that focus on access to care, patient satisfaction, quality and cost effectiveness.
- Assist Program Manager with inputting contract data into Open Window, the State’s contract database.
Communicate regularly with sites via phone, email and site visits to monitor Contractor’s budget, expenditure reports, grant goals, performance measures, and other agreed upon deliverables according to the ORHCC monitoring plan for assigned contracts.

Provide general fiscal oversight (monitor contractor’s budget and expenditure reports) and programmatic oversight (monitor grant goals, performance measures and other agreed upon deliverables according to the ORHCC monitoring plan) for assigned contracts.

15% Reporting:

- Compile and synthesize data as needed by Program or Office.
- Complete all program related reports including the annual Uniform Data System (UDS) report required by the program funder, the program profile demonstrating program outcomes and other highlights, and the trend data sheets for each contract site.

10% Program Development:

- Assist with the development and maintenance of initiatives designed at increasing access to health care, dental care, behavioral health services and/or prescription medications. This involves conducting needs assessments, evaluation of related data, grant writing, partnership development, and project monitoring.

10% Quality Improvement Process:

- Coordinate audit processes to ensure improve the quality of services being provided by contractors. This includes overseeing the tasks related the annual enabling audit, medical audit and farmworker feedback surveys conducted by the Contractors.
- Participate in Office meetings and retreats aimed at improving Office or program practices and protocols.

5% Work Force Development, Retention and Training:

- Recruit providers, partners, interns and fellows to support the work of ORHCC and its partners.
- Provide education and training with internal and external partners.
- Serve as a preceptor for interns placed with the NC Farmworker Health Program.
- Conduct training and presentations to raise awareness about target population, best practices, the health care environment, and ORHCC programs and services in order to increase the capacity of partner agencies with the delivery of high quality, cost effective services.
- Develop tools and resources to assist Contractors with the provision of quality services.

5% Development of Collaborative Partnerships

- Identify and build partnerships with local, state and national partners who can assist the Office in achieving its mission.
- Participate on task forces, committees, and work groups as assigned.

Desired Skills and Experience:
• Experience working with underserved, multicultural populations
• Experience working in the public health or social service sector
• Excellent organizational skills and attention to detail
• Proficient with Microsoft office software (word and excel)
• Experience with managing data and using databases
• Experience analyzing data and monitoring programs
• Strong technical and evaluation skills
• Able to presenting complicated information clearly to small and large groups of individuals
• Able to analyze situations and implement strategies or interventions
• Able to communicate effectively in English and Spanish
• Strong communication and interpersonal skills
• Able to work effectively within a team
• Ability to manage multiple tasks

Required Training:
Graduation from a four-year college or university and three years of experience, preferably in a field related to the specific program assignment; or an equivalent combination of training and experience.

Additional Training/Experience:
Masters degree in the health or human service fields and experience working with farmworkers or other underserved, diverse populations is desired.

Hours of Work: 40 hours/week; Mon-Fri with some weekend and overnight travel

Salary: State grade 70 (hiring range: $38,632 to $55,000)

Location: NC Office of Rural Health and Community Care, Raleigh, NC

Application Due Date: November 5, 2012

To Apply: Send a resume and a one page cover letter by November 5, 2012 to Elizabeth Freeman Lambar by mail: Office of Rural Health and Community Care, 2009 Mail Service Center, Raleigh, NC 27699-2009 or email: elizabeth.freeman@dhhs.nc.gov.

Questions? Contact Elizabeth Freeman Lambar by email or phone: 919-733-2040.