

# EL CENTRO FAMILY HEALTH JOB POSTING

**TITLE:** RCORP Care Coordinator  
**CLASS:** Non-exempt (Hourly)  
**FTE:** Full-Time  
**SITE:** Las Vegas  
**DATE:** September 21, 2021

## **RESPONSIBILITIES:**

The Rural Communities Opioid Response Program (RCORP) Implementation Grant Coordinator will report to the I-SUD Director. The RCORP Implementation Grant Coordinator will coordinate activities amongst project and community partners to specifically address and meet the RCORP grant deliverables. This will include tracking and supporting the implementation of core Substance Use Disorder SUD/ Opioid Use Disorder OUD prevention, treatment, and recovery implementation activities.

The RCORP Implementation Grant Coordinator is also a member of the integrated ECFH team. This position is responsible for engaging and supporting patients receiving Medication Treatment. They will work closely with the patient, family, provider, and health care team to coordinate care resources and services to improve the quality and effectiveness and decrease the cost of patient care. The RCORP Implementation Grant Coordinator also works closely with local resources such as the local emergency departments to coordinate care. They will demonstrate comprehensive knowledge of community resources and functions as a liaison to facilitate patient access.

## **Minimum Requirements**

### **Education:**

High school diploma or GED

### **Experience:**

Minimum of two years working with the SUD population in a clinical setting, outpatient setting, or care coordination experience

Experience working with spreadsheets/databases.

Ability to pursue state-level certification for a Community Health Worker or Peer Support Specialist

Minimum two years of documented sustained recovery, if applicable

### **Preferred Experience/Certification**

Peer Support Specialist certification (CPSW), Community Health Worker certification (CCHW) and/or a Certified Health Education Specialist (CHES)

Bilingual (English / Spanish) preferred.

CPR Certification

### **Knowledge, Skills and Abilities:**

- 1) Ability to manage multiple projects concurrently with excellent organizational skills and abilities, accuracy, and effective timelines.
- 2) Ability to assess program needs and communicate needs and recommendations to the Program Director.
- 3) Demonstrated ability to implement prevention and disease management programs.
- 4) Demonstrated ability to deliver evidence-based, culturally appropriate, psycho-educational interventions that support patient self-care.
- 5) Ability to perform duties and responsibilities with dignity, calmness, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
- 6) Ability to receive and incorporate supervisory feedback positively, and with professional maturity.
- 7) Knowledge about medical office flow and procedures.
- 8) Computer literacy; Intermediate knowledge/expertise with Video conferencing (Zoom, Skype etc...)
- 9) Communication skills and ability to work with staff and providers around problems affecting health care service delivery and patient/public interaction.
- 10) Ability to drive to outlying locations.
- 11) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

### **EOE/M/F/D/V/Drug-free Workplace**

Interested individuals must submit an updated employment application to Human Resources via e-mail at: [hr@ecfh.org](mailto:hr@ecfh.org) or fax to 505-747-8943, ATTN: Samantha Carlson, HR Manager.

**Deadline:** Open until filled.