

**Valley AIDS Council d/b/a Westbrook Clinic
Position Description**

Job Title: Project ECHO Administrator
Department: Access and Continuity of Care
Reports To: Vice President of Access and Continuity of Care
FLSA Status: Non-Exempt
Prepared By: Director of Human Resources
Approved By: COO/Executive Director
Approval Date: 10/14/2019

EMPLOYEE RISK FACTOR:

Performs tasks that do not routinely involve exposure to blood, body fluids or tissues, and are not called on to perform or assist in emergency medical care of first aid to be potentially exposed in any other way as a condition of employment.

SUMMARY:

The Project ECHO Coordinator will coordinate and facilitate information flow between ECHO hub and ECHO spoke participants in rural and urban areas throughout the state. Will provide administrative and operational support for hub team and spokes, assist in the production and distribution of teleECHO clinic course materials and schedules, facilitate delivery of clinical and training content using a dedicated communication vehicle, execute surveys and feasibility studies for policy formation and improvement of services. Conducts training for spoke participants on using the Zoom software. Coordinates the development and preparation of marketing and promotional plans and/or materials, as appropriate to the program. Serves as liaison between hub facilitators and spoke participants. Facilitates and enhances day-to-day relations with site coordinators and other stakeholders. May open up with clinic introductions and clinical announcements.

SUPERVISION EXERCISED:

Works under the general direction the Vice President of Linkage and Access to Care.

SUPERVISION RECEIVED

1. Direct Supervisor: VP of Access and Continuity of Care & Director of Capacity Building
2. Department Director: VP of Access and Continuity of Care & Director of Capacity Building
3. COO
4. CEO/ED

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides administrative and operational support for instructors and/or site coordinators; coordinates communication and information flow between sites and the university campus.
- Coordinates development and publication of course offerings and semester schedules with faculty and departmental representatives.
- Coordinates instructional course activities, which may include the logistics for distance delivery technologies, facilitates and enhances day-to-day operating relations with site coordinators, as appropriate to the position.
- Coordinates the development and preparation of marketing and promotional plans and/or materials, as appropriate to the program.

- Conducts on-site registration and fee payment for students at remote sites, as appropriate to the individual educational activity and administrative structure.
- Provides administrative and informational support and guidance to students of distance education programs, as appropriate to the position; may serve as administrative liaison between students, faculty, and site administration, as appropriate.
- Conducts surveys and feasibility studies for policy formation and improvement of services.
- May supervise and/or lead lower graded staff and/or student employees.
- Performs miscellaneous job-related duties as assigned.

MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE

High school diploma or GED required; 2-4 year degree in the fields of Public Health, Webs Design, or instructional design; 2 years of experience working in the field of Public Health and distance learning or a combination of experience and education.

MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS & ABILITIES

Ability to communicate effectively, both orally and in writing, records maintenance skills, ability to compile and produce course catalogs and promotional materials, knowledge of customer service standards and procedures, knowledge of distance learning technology, ability to supervise and train staff, knowledge of marketing strategies, processes, and available resources, ability to make administrative/procedural decisions and judgements, ability to investigate and analyze information and draw conclusions, organizing and coordinating skills.

Experience with clinical data collection, experience in clinical settings, experience in organizing and coordinating educational presentations, ability to communicate in a friendly approach and appropriate manner with healthcare providers in rural and underserved clinics and other stakeholders to ensure appropriate best practice in disease management, and experience with customer service.

EQUIPMENT USED:

Requires frequent use of personal computer, including word processing and spreadsheet programs; computer network servers and related peripheral equipment; telephone, copy machine, fax machine, and automotive vehicle.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS:

Work is predominantly performed in an office setting where the noise level is usually quiet.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Westbrook Clinic is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches

the Agency community and the employment experience of its members. Westbrook Clinic prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all Agency Policies and Workplace Postings.

Background investigations and a drug screen are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon Westbrook Clinic's acceptance of the results of the background investigation and drug screen.

Employment with Valley AIDS Council will require training which may include but not limited to explicit training/discussion regarding sex and sexuality. This position may also encounter such explicit language when dealing with clients and targeted populations.

This job description has been discussed with me by my supervisor. I agree to perform these duties to the best of my abilities, and I understand that my duties may not be limited to those described above.

Employee Signature

Date

Supervisor Signature

Date

HR Director Signature

Date

CEO/Executive Director Signature

Date