



JOB DESCRIPTION

Medical-Legal Partnership (MLP) Coordinator

REPORTS TO: WFM Community Health Engagement Manager

NOTABLE TERMS: This position is a collaborative partnership between WFM & GWLS. It is grant-funded for a one-year term, with no guarantee of continuation/extension beyond the initial funding period.

EDUCATION & EXPERIENCE: Master's degree in social work, public health or administration, or any related field, or bachelor's degree with commensurate experience in these fields, preferably with non-profit organizations

SKILLS:

- High level of integrity and commitment to enhancing the mission, vision, and culture of GWLS & WFM
- Teachable attitude regarding mission, values, and vision of GWLS & WFM patient-clients and community
- Commitment to steadfast, progressive work for justice, equity, and inclusion
- Creative, collaborative, and innovative mindset
- Person-centered, holistic care approach to patient-clients and community
- Ability to serve as part of an interdisciplinary team and with shared job responsibilities
- Highly efficient organizational, project management, and planning skills, as reflected in the abilities to prioritize multiple simultaneous tasks, meet deadlines, and produce timely, accurate, and quality results
- Excellent written & verbal communications, bilingual (English/Spanish) ability is preferred

PRIMARY DUTIES:

- Provide substantial co-leadership and co-management along with the MLP Attorney for the MLP with WFM
- Implement efficient case management for patient-clients
- Sustain interaction, relationship building and strategizing between MLP Providers, Staff, and Attorneys through regular case rounds, reconciliation, and strategy meetings
- Co-develop training modules (esp. non-legal components) and regularly implement trainings for students, providers, and staff
- Generate volunteer and intern training curriculum, including but not limited to: holistic interviewing, cultural humility, diversity, equity, and inclusion, anti-racism, and substantive SDOH, MLP, and legal knowledge
- Execute quality control and process evaluation, including an emphasis on diversity, equity, and inclusion
- Supervise volunteers and interns
- Develop pre-legal and non-legal social intervention and advocacy resources
- Create consistent communications processes, especially with providers serving priority patient populations
- Serve as liaison with IT staff at WFM
- Manage data collection, tracking, evaluation, and reporting processes

- Participate in WFM quality improvement initiatives and other WFM internal systems as needed
- Build systems to identify and respond to public policy advocacy opportunities
- Cultivate ongoing support, sustainability, & strategic growth of the MLP and its model for other community partnerships, including participation in budgeting & sustainability planning, support for grant writing, management, & reporting; and leveraging opportunities to engage in external communications to promote MLP impact.
- Work collaboratively with community partners, with a focus on community-wide health initiatives

OTHER DUTIES:

- Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting – office in GWLS building
- Frequent use of computer
- Long periods of sitting
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Periodic use of personal transportation
- Understand/carry out simple/detailed, oral/written instructions with retention
- Read and interpret detailed specifications

TO APPLY: Please visit our website at www.wacofamilymedicine.org and fill out an online application located under Careers.

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

12/14/2021