



JOB DESCRIPTION

Population Health Associate

REPORTS TO: Population Health Manager

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. Preferred: population health experience.

SKILLS:

- Basic understanding of chronic care management and primary care systems
- Ability to navigate health care systems
- General knowledge of chronic health care conditions and needs
- Ability to communicate across disciplines
- Familiarity with coordinating support services for patients
- Excellent written & verbal communications
- Bilingual (English/Spanish) ability is preferred and reflected in compensation

PRIMARY DUTIES:

Care Management (50% of time)

- Implement and support care management for patients with medical and behavioral disorders.
- Coordinate with primary care teams and collaborate with community partners to address unmet needs for at-risk patients.
- Provide problem-solving assistance and decision-support to primary care teams implementing care management.
- Perform advanced care management tasks including pre-visit planning, providing patient education, monitoring registries and supporting patient self-management
- Provide care coordination services to address short- and long-term medical and behavioral health treatment goals
- Communicate with physician and care team members about relevant patient needs or changes

Program Management (50% of time)

- Oversee Chronic Care Management program – including managing and training staff, evaluating program performance, setting staff performance measures, etc.
- Assist Director of Population Health in coordinating gap closure events, wellness visits, and other value-based care initiatives
- Assist in creating, developing, and managing cross-discipline care teams

- Operationalize quality initiatives for Care Management and care teams

OTHER DUTIES:

- Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- Possess a valid Texas driver's license and appropriate liability insurance
- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- 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
- Mental competency
- Tobacco non-user

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