



JOB DESCRIPTION

SDOH Project Coordinator

REPORTS TO: WFM Community Health Engagement Manager (CHEM)

SUMMARY: Waco Family Medicine seeks a full-time coordinator for our Medical – Legal Partnership (MLP) and Food as Medicine (FAM) programs. The Social Drivers of Health (SDOH) Project Coordinator will help maximize the reach, efficiency, and effectiveness of these programs aimed at addressing individual patients' social drivers of health and identifying solutions that exist on a community scale.

EDUCATION & EXPERIENCE: Master's degree in social work, public health or administration, or any related field, or Bachelor 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 WFM & partner organizations
- Teachable attitude regarding mission, values, and vision of 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
- Provide substantial co-leadership and co-management along with the CHEM for WFM FAM programming
- Implement efficient case management for patient-clients
- Sustain interaction, relationship building, and strategizing between MLP providers, staff, and attorneys through regular strategy meetings, closed-loop communication, and clinic-specific referral reports
- Co-develop SDOH training modules and regularly implement trainings for providers, staff, and partners
- Generate volunteer and intern training curriculum, including but not limited to: holistic interviewing, cultural humility, diversity, equity, and inclusion, anti-racism, and substantive SDOH, FAM, 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
- Cultivate ongoing support, sustainability, & strategic growth of the MLP and FAM programs including participation in budgeting & sustainability planning, support for grant writing, management, & reporting; and leveraging opportunities to engage in external communications to promote MLP & FAM impact
- Work collaboratively with community partners, with a focus on community-wide health initiatives, including WFM Marketplace planning, as needed, and eventual service delivery

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

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

Date

