



JOB DESCRIPTION

Title	Community Health Project Manager	Created	August 2019
Department	Public Health	Revised	
Job Class	A 20 O 3	Safety Sensitive	Yes
Labor Union	Oregon Nurses Association	FLSA	Non-exempt

Purpose

The Community Health Project Manager, under the direction of the Public Health Director, will be responsible for programmatic implementation of a regional Sexually Transmitted Infection (STI) grant. This position will focus on project management, establish relevant partnerships, manage grant deliverables, provide STI testing, tracking and treatment and develop epidemiological tools for reducing STI throughout region.

Essential Functions

- Plan, direct, and coordinate activities of designated project to ensure goals and objectives are accomplished.
- Teach and coach when necessary to achieve a desired outcome. May assist in training new staff, students.
- Act and lead, when requested and appropriate, to organize and lead actions and influence change to achieve desired outcomes.
- Establish partnerships with relevant stakeholders and coordinate efforts to implement grant activities within the timetable.
- Oversee execution of all project related tasks and activities, internal and external, determined necessary to achieve the initiatives of the grant.
- Develop, implement, and report on a process of grant deliverables.
- Track funding and monitor expenditures as measured by budget compliance.
- Perform direct patient care duties.
- Perform initial/annual examinations including thyroid palpation, heart and lung screening, breast exam, abdominal palpation, pelvic and vaginal exam, and R/V exam (when indicated).
- Order diagnostic laboratory tests as indicated, interpret results without supervision, including:
 - Pap smear
 - GC
 - CTT
 - Herpes
 - Wet mount (see next bullet point)
 - Blood drawing
 - Other diagnostic tests as indicated, without supervision.
- Perform moderate complexity testing and:



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- Follow the laboratory's procedures for specimen handling and processing, test analyses, reporting and maintaining records of patient test results,
- Maintain records that demonstrate that proficiency testing samples are tested in the same manner as patient samples,
- Adhere to the laboratory's quality control policies, document all quality control activities, instrument and procedural calibrations and maintenance performed,
- Follow the laboratory's established corrective action policies and procedures whenever test systems are not within the laboratory's established acceptable levels of performance,
- Identify problems that may adversely affect test performance or reporting of test results and either must correct the problems or immediately notify the technical consultant, clinical consultant or director, or quality management manager,
- Document all corrective actions taken when test systems deviate from laboratory's established performance specifications.
- Provide evaluation, problem identification and formulation of treatment plans as medically indicated.
- Administer appropriate reproductive health methods.
- Insert and remove IUD's.
- Act as resource person for other staff on medical matters, keep informed of current developments in family planning field.
- Provide referrals to other agencies and medical resources for evaluation, follow-up, or treatment. Responsible for follow-up of referrals made.
- Provide follow-up exams, problem revisit exams, and pregnancy assessment.
- Provide evaluation, problem identification and formulation of treatment plans as medically indicated.
- Obtain complete and accurate medical history and promote patient well-being through education.

<i>Mandatory Qualifications</i>
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- Requires a Master's degree in area of specialty or national board certification as a nurse practitioner, physician assistant, medical doctor, naturopathic doctor in an area of specialty.
 - At least one year of experience in the field or in a related area, and licensed as a physician assistant, medical doctor, naturopathic doctor.
 - Familiar with a variety of this field's concepts, practices, and procedures.
 - Possess the experience and judgment to plan and accomplish goals.
 - Able to multitask. This position exercises a wide degree of creativity and latitude.
 - Strong communication, knowledge sharing, and innovative approaches to internal team and external stakeholders.
 - Must possess organizational and facilitation skills and experience in data collection and data management skills for outcome tracking.
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Desired Qualifications

Experience with budget management and project management. Knowledge of evidence-based practices. Cultural competence in working with marginalized communities.

Physical Demands

Physical demands of the position are minimal involving moving books, files, equipment, etc.

Working Conditions

Most duties involve the typical clinic working environment with other duties occurring in the field including satellite clinics, correctional facilities and client homes depending upon the assignment.

Supervisory Responsibility

Supervision of other employees is not a typical responsibility of this position, yet may be delegated and compensated per contract.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.