



Prevention Care Coordinator

We are a community health center located in majestic Waimanalo, where **our mission** is to provide the highest level of primary and preventative health care services, with special attention to the needs of Native Hawaiians and the medically underserved, and improving the health and wellness of individuals and their `ohana (family) regardless of their ability to pay. We are committed to improving the quality of life for the people of Hawaii.

Our Values

Mālama (stewardship) - We listen to people with our full attention, seeking to know them and understand their healthcare and wellness needs and aspirations for themselves, their family and the Waimānalo community. We will respond, to the best of our abilities, as caring, compassionate, engaged and professional partners in healthcare.

`Ohana (family) - We believe that wellness embraces the whole family and we welcome their participation in the healthcare of their loved ones. Our belief extends to the Waimānalo community-at-large where we build the foundation of good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

Pono(rightness and balance) - We know that quality healthcare starts with people's trust in our services and the excellence of our care for them and the resources entrusted to us to meet their needs. We are committed to maintaining their trust by treating people with respect and confidentiality, and by being open about our organizational practices and results, seeking to continuously improve our work.

We are seeking a dedicated, talented and team-oriented Prevention Care Coordinator to join our `ohana (family) to support our mission and values.

We offer competitive wages, excellent benefits and a great working environment.

SUMMARY:

The Prevention Care Coordinator will collaborate with members of the interdisciplinary team to provide quality care to patients, promote wellness, prevent further health complications, and achieve optimal health outcomes. The Prevention Care Coordinator will provide health education for the Diabetes Prevention Program (DPP), manage the Self-Monitor Blood Pressure (SMBP) Program, perform outreach services by actively participating in special activities in the community to recruit and promote participants at risk for diabetes and hypertension, and strive toward optimal health outcomes. The Prevention Care Coordinator's primary responsibility will be to promote and assist with DPP and provide additional support in the management of patients with hypertension. The Prevention Care Coordinator will provide team-based, patient-centered care in accordance with principles of the Patient Centered Health Care Home.

QUALIFICATIONS

1. Experience in a Community Health Care Setting is preferred.
2. Excellent communication and customer service skills (verbal, listening, written).
3. Must be able to work, interact and communicate effectively, respectfully and sensitively with multi-ethnic, multi-cultural staff and patient populations.
4. Must be able to work with clinic personnel in other departments, when appropriate.
5. Computer and medical office training or experience preferred.

6. Experience with Electronic Medical Records system is preferred.
7. Ability to use MS Office, use electric email, facsimile machine, copier, and other standard office equipment.
8. Work independently, have organizational and problem-solving skills.
9. Patient care training or experience required.
10. Familiarity with the communities served is preferred.
11. Demonstrated ability to communicate effectively with individuals, groups, and professionals in a culturally appropriate manner.
12. Demonstrated ability to work effectively as a member of a team.
13. MAINTAINS STRICT CONFIDENTIALITY of all patients and employee information in compliance with HIPAA regulations.
14. Experience in a Community Health Care Setting is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- ❖ Bachelor's Degree, preferably in a health care related field.
- ❖ Basic life support or CPR certification is required.
- ❖ Two-Step Tuberculosis clearance is required.
- ❖ COVID-19 vaccination is required.

BENEFITS

- ❖ Health Benefits (Medical, Dental Drug, Vision) – Employee coverage paid by WHC
- ❖ Discounted Medical and Dental services provided by WHC
- ❖ Paid Holidays – 10 Full days and 2 Half Days
- ❖ Paid Time Off (PTO)
- ❖ Paid Wellness Hours
- ❖ Wellness Bucks - \$200 annually
- ❖ Group Term Life Insurance
- ❖ Supplemental Group-term Life Insurance & AD&D Insurance
- ❖ Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages
- ❖ Flexible Spending Program
- ❖ Employee Assistance Program (EAP)
- ❖ Longevity Benefit – After 5 or more years of service
- ❖ Tuition Assistance Program
- ❖ Free Parking
- ❖ and more....