



## Prevention Care Coordinator

*Waimānalo Health Center is dedicated to offering employees an exceptional work environment and offers competitive salaries and benefits. We are seeking a dedicated, talented, and team-oriented Prevention Care Coordinator to join our `ohana (family) to support our mission and values.*

### **Mission**

Waimānalo Health Center is rooted in Native Hawaiian values and devoted to improving the health and wellness of all people, regardless of ability to pay, by providing comprehensive primary and preventive health care services of the highest quality.

### **Vision**

Waimānalo Health Center is dedicated to the continuous advancement in quality healthcare while assuring universal access for all. We believe that our values of Aloha, Mālama I Ka Pono, Mālama I Ka `Ohana, and Mālama I Ka `Āina, enable our patient-centered healthcare home services to deeply focus on the shared role of healing oneself, `ohana, community, and `āina over generations.

### **Core Values and Guiding Principles**

Our values at Waimānalo Health Center promote Hawaiian-centered diversity, equity, and inclusion by welcoming all members of the Ko`olaupoko community to access our holistic services ranging from traditional Hawaiian healing practices to Western medicine.

**Aloha:** We listen to people with our full attention, seeking to know them and understand their health care and wellness needs and aspirations for themselves, their family and community. We will respond, to the best of our abilities, as caring, compassionate, engaged, and professional partners in healthcare.

**Mālama I Ka Pono:** 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.

**Mālama I Ka `Ohana:** We believe that wellness embraces the whole family, and we welcome their participation in the healthcare of their loved ones. Our belief extends from the Ahupua`a of Waimānalo throughout Ko`olaupoko where we build the foundation for good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

**Mālama I Ka `Āina:** We understand the importance of one's sense of place and the holistic nature of health and wellbeing. Through integrative services we support the balance of body, mind, and spirit, while respecting one's cultural connectedness to the `āina of Hawai'i. Ka Mauli O Ka `Āina A He Mauli Kānaka: The Life of the Land is the Life of the People

### **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 and Ambulatory Blood Pressure Monitoring (ABPM), 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.

## **Benefits**

- Health Benefits (Medical, Dental Drug, Vision)
- Employee Retirement Savings Plan 403(b) – Employer matches 66.67% of employee's contribution up to a maximum of 6% of employee wages after six months of employment.
- Flexible Spending Program
- Paid Holidays – 10 Full days and 2 Half Days
- Paid Time Off (PTO): Accrual based on working 40 hours per week
  - 1 to 3 years – Max. Accrual = 120 hours
  - 3 to 8 years – Max. Accrual = 160 hours
  - 8 + years – Max. Accrual = 200 hours
- Paid Wellness Hours (2 hours per pay period based on FTE)
- Wellness Bucks – Up to \$200 annually
- Bereavement Leave
- Makahiki – Employee Appreciation Day
- Jury Duty Pay, Casual Dress Friday, Longevity Benefit After 5 or more years of service
- Tuition Assistance Program
- Discounted Medical,
- Dental and Vision services provided by WHC Employee Assistance Program (EAP)
- Group Term Life Insurance Supplemental Group Term Life Insurance & AD&D Insurance
- Lifestyle Benefits
- Free Parking

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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, Registration**

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