

Coordinator Referral (EBCAP0313)

East Bay Community Action Program is seeking a full time (40 hours) Coordinator Referral for our Health Center in Newport, RI.

The Coordinator Referral will maintain an ongoing tracking and appropriate documentation on referrals to promote team awareness and ensuring patient safety. In addition, will review insurance information to verify prior approval requirements have been completed and reviews details with patients.

The Coordinator Referral will remind patients of scheduled appointments and assist with reception duties when needed.

The Coordinator Referral must have a minimum of a High School Diploma. EBCAP also provides a comprehensive compensation and benefits package that includes BCBSRI medical and dental, Vision, FSA, up to 3% company matching retirement plan, life insurance, generous paid time off, opportunities for training, holidays, and so much more.

Please utilize the following link to apply: <https://home.eease.adp.com/recruit/?id=15631481>

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Manager, Head Start – Health Services (EBCAP0282)

East Bay Community Action Program (EBCAP) is seeking a Manager Health Services for our Head Start program. The Manager Health Services is a full time/full year position at the Head Start location in Newport, RI.

The Manager Health Services will manage the functioning of the health component to ensure that the health & safety needs of the children, staff, and families are provided for in keeping with Federal and State Standards and Regulations and with the overall goals, objectives and mission of the Head Start/Early Head Start Program and providing professional medical consultative services when child care services are open.

The Manager Health Services will be responsible for maintaining accurate and complete child health records in Child Plus in compliance with all applicable State and Federal Standards and Regulations via RI Department of Health KIDSNET, children's health records from their Primary Care Provider & other pertinent providers. Monitor children's health and take necessary steps to secure appropriate treatment. Arrange for appropriate screenings to be conducted at regular intervals on all children. Coordinate and develop a working Health & Nutrition Advisory Committee, which shall be made up of medical consultants, community representatives, parents, and staff. The Manager Health Services must have a Bachelor's of Science degree (i.e. nursing, public health, or related field). Experience working with Youth children, women and at risk families is preferred.

EBCAP also provides a comprehensive compensation and benefits package that includes BCBSRI medical and dental, Vision, FSA, up to 3% company matching retirement plan, life insurance, generous paid time off, opportunities for training, holidays, and so much more.

Please utilize the following link to apply: <https://home.eease.adp.com/recruit/?id=15608701>

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Medical Assistant, East Providence (EBCAP0317)

East Bay Community Action Program is seeking a Medical Assistant for our East Providence Health Center. The Medical Assistant is a full time (40 hours) position. The Medical Assistant will be working with multi-cultural and economically diverse children and families in providing comprehensive patient care using a care team model.

The Medical Assistant will provide support to providers in the day-to-day operation of the Health Center. To aid in the Health Center's function as a synergistic, harmonious and productive entity integrated and synchronized with other East Bay Community Action Health Services (EBCAHS) component functions to fulfill the goals and mission of the Health Centers and contribute to the overall mission, purpose and objective of EBCAHS.

The Medical Assistant will perform initial assessments of patients including taking medical, social and psychological history. Take vital signs such as blood pressures, temperatures, pulse, weight and height as needed, audiometry testing, Snellen eye chart testing. Warmly greet and intake all patients who arrive at the Health Center for their appointment. Answer the phone in a warm and professional manner to schedule appointments or to take triage messages to give the triage nurse or any other Health Center staff member. Assist primary care providers with all paperwork aspects of patient care. Appropriately document in electronic health record.

The Medical Assistant must have a minimum of a Medical Assistant Certificate. EBCAP also provides a comprehensive compensation and benefits package that includes BCBSRI medical and dental, Vision, FSA, up to 3% company matching retirement plan, life insurance, generous paid time off, opportunities for training, holidays, and so much more.

Please utilize the following link to apply: <https://home.eease.adp.com/recruit/?id=15633361>

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Nurse Care Management Supervisor, East Providence/Newport (EBCAP0318)

East Bay Community Action Program is seeking a full time Nurse Care Management Supervisor for our Health Centers in East Providence and Newport. The Nurse Care Management Supervisor will manage the integrated clinical operation of the Patient Centered Medical Home Center to fulfill the goals and mission of the East Bay Health Centers.

The Nurse Care Management Supervisor will perform Clinical, administrative and operational functions are required. Draft and/or recommend policies and procedures, objectives, goals and standards designed to fulfill the purpose and objectives of integrated care at East Bay Family Health Care. Embrace the role of a patient advocate. Assess and anticipate the needs and expectations of patients, their families and others served by the Health Centers. Collaborate with the Medical Director and the VP of Clinical Affairs to establish a system for defining the Health Center's plans and goals, monitoring progress and evaluation of results. Encourage the expansion, revision or discontinuation of services and programs consistent with innovations in integrated health care delivery and community needs. Oversee daily personnel and work schedules as required to adjust for special needs, absences and other unexpected occurrences. Continuously monitor daily activity and performance to identify needs and assist staff in fulfilling responsibilities. Reinforce desired performance and address undesired performance and provide concurrent and periodic performance evaluations for all personnel and corrective action plans, when

necessary. Assist employees working in the PCMH Care Teams to provide care that is appropriate to the ages and special needs of the patients and promote teamwork between the Care Teams and auxiliary members.

The Nurse Care Management Supervisor must have a minimum of a Bachelor's Degree in Nursing. A RN license in RI.

EBCAP also provides a comprehensive compensation and benefits package that includes BCBSRI medical and dental, Vision, FSA, up to 3% company matching retirement plan, life insurance, generous paid time off, opportunities for training, holidays, and so much more.

Please utilize the following link to apply: <https://home.eease.adp.com/recruit/?id=15633371>

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Family Advocate Outreach and Enrollment (EBCAP0304)

East Bay Community Action Program (EBCAP) is seeking a full time Family Advocate Outreach and Enrollment for our Health Center in Newport, RI.

The Family Advocate Outreach and Enrollment will provide information, enrollment assistance and support regarding the RI Health Insurance Exchange, the qualified health plans (QHPs) and publicly funded insurance. Provide family development activities related to intake/assessment, information and referral, goal setting and follow up case management for family center clients. May include outreach activities to ensure all individuals are aware of and have access to health insurance coverage provided as a result of the Affordable Care Act (ACA) and other agency resources/programs.

The Family Advocate Outreach and Enrollment will facilitate enrollment in QHPs through electronic enrollment system. Successfully complete educational/certification training for health care enrollment (RI Navigator Certification and any other required training in order to facilitate needed assistance on behalf of EBCAP clients. Provide case management services that links clients to services that will lead to the stabilization of their situation. The philosophy of the implementation of case management services must include services that help empower clients to solve their own problems.

The Family Advocate Outreach and Enrollment will have a minimum of a Bachelor's Degree in Social Work or in related field with human service experience. EBCAP also provides a comprehensive compensation and benefits package that includes BCBSRI medical and dental, Vision, FSA, up to 3% company matching retirement plan, life insurance, generous paid time off, opportunities for training, holidays, and so much more.

Please use the following link to apply: <https://home.eease.adp.com/recruit/?id=15628931>

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RECEPTIONIST MEDICAL (EBCAP0310)

East Bay Community Action Program is seeking a part time (25 hours) Medical Receptionist for our Health Center at our location in Barrington, RI.

The Receptionist Medical will provide reception, clerical service, and support. They are responsible for scheduling, collection of accounts, patient recall, batching daily encounters, and keeping the reception area presentable.

The Receptionist Medical will have the ability to ensure patient and client satisfaction. Ability to handle confidential information in a professional manner. Cordial telephone etiquette and courteous demeanor.

The Receptionist Medical must have a minimum of a High School Diploma.

Please utilize the following link to apply: <https://home.eease.adp.com/recruit/?id=15631451>

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