

## Community Health Partners

*Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.*

Job Title: Spanish Language Interpreter; Bilingual Resource and Support Coordinator

**JOB SUMMARY:** Functions as a member of the CHP health care team under the general supervision of the clinic director. Primary duties include interpreting medical, dental, behavioral health visits, working directly with Spanish-speaking patients on completing paperwork for CHP or outside agencies (such as Medicaid) and record keeping. Provides support, assistance, linkage, referral, crisis intervention, assessment, outreach, and advocacy services to patients referred by health care team. Other duties include record keeping, patient billing, telephone duties, scheduling appointments, typing, data entry, computer operation, copying, electronic filing and retrieving EHR charts, reviewing charts for completeness, and miscellaneous business office related functions. The home site for this position is Bozeman Medical with regular rounding to Bozeman Dental approximately two days per month. There is the potential to travel to all medical and dental clinics when requested. Wage differential may be incorporated following successful certification as Spanish Language Interpreter.

### **ESSENTIAL JOB FUNCTIONS:**

#### **1. Interpretation and Translation Duties**

- a. Provides interpretation for patient and provider team in the exam room, dental operatory or behavioral health room. Uses best practice interpretation technique during visits.
- b. Provides Spanish/English interpretation to patients by telephone for all CHP locations.
- c. Provides interpretation on a walk-in basis to assist with scheduling, paperwork, resource coordination or other needs.
- d. Translates office documentation accurately as needed.
- e. Assist with translation of patient education materials for use in all sites.
- f. Assist Spanish-speaking patients with resource coordination needs as necessary.
- g. Act as liaison on behalf of CHP patients between primary care team and specialty clinics.
- h. Maintains patient confidentiality in all areas of interpretation and translation duties.
- i. Appropriately documents communication with patients.
- j. Travel may be required for off site interpretation in all medical and dental CHP locations.
- k. Provides teaching to other bilingual CHP staff on interpretation best practices.

#### **2. Outreach and Enrollment Duties**

- a. Demonstrates and maintains expertise in: eligibility and enrollment rules and procedures; the range of qualified health plan options and insurance affordability programs; the needs of underserved and vulnerable populations; and privacy and security standards.
- b. Complies with and successfully completes all required and applicable federal and/or state consumer assistance training related to outreach and enrollment assistance.
- c. Collects and reports data related to number of patients or community members assisted with eligibility and enrollment information and number of patients or community members enrolled in coverage.
- d. Meets with new or existing patients as well as non-patient community members to conduct eligibility screening, education, and assistance with enrollment in Medicaid, Healthy Montana Kids Program, or health insurance.
- e. Participates in community events as a way to educate consumers about health insurance options available through the Affordable Care Act.

### **3. Linkage/Referral Duties**

- a. Informs patients of available community services and medical health care services and assists with providing them with appropriate information.
- b. Assists patients with obtaining or retaining adequate housing by working with agencies such as Human Resource Development Council, Salvation Army, Red Cross, and the Ministerial Association.
- c. Assists patients with accurate completion of required paperwork for appropriate community services and medical health care services.

### **4. Advocacy/Liaison Duties**

- a. Coordinates clinical issues with health care team and other community professionals to ensure continuity of care.
- b. Provides education and support to patients and their families by working closely with community agencies to promote and recommend services.
- c. Strives to maintain effective working relationship with CHP and staff in other community and medical health care settings.
- d. Assists with procuring transportation to and from appointments to maintain continuity of care.

### **5. General Case Management Duties**

- a. Initiates a comprehensive assessment to identify individual needs of the patient.
- b. Performs crisis intervention as needed.
- c. Maintains accurate, measurable, results-based progress notes and treatment plans.
- d. Attends staff, health care team, and other agency meetings as required.
- e. Attends training sessions and keeps abreast of developments in field.
- f. Participates in clinic quality improvement process to evaluate clinic policies and protocols.
- g. Interprets the policy of CHP to patients, their families, and to other community agencies.

h. Participates in the evaluation of discharge planning for CHP patients.

**6. Public Relations**

- a. Answers questions and provides information pertaining to the case management services at CHP.
- b. Maintains tact, diplomacy, and professionalism at all times.
- c. Maintains confidentiality and abides by the Montana Uniform Health Information Act guidelines.

7. Participation in problem solving, disease collaborative efforts, and quality improvement efforts throughout the clinic

8. Maintains records accurately and assists in CQI (Continuous Quality Improvement) and statistical data compilation.

9. Provides support to the administrative team when requested including front desk duties, phone support, and scheduling.

10. Further the mission of CHP through active support of the strategic goals

**Skills and Attitudes**

- 1. Experience working with limited resource population.
- 2. Ability to work with grace under pressure.
- 3. Ability to work in a team and to share responsibilities and duties.
- 4. Ability to resolve interpersonal conflict in a straightforward and timely manner.
- 5. Ability to set priorities, be organized, and be a self-starter.
- 6. Ability to be friendly, empathic, and an adept communicator.
- 7. Ability to treat both staff and patients with respect.
- 8. Ability to navigate technology efficiently.
- 9. Ability to gracefully accept and respond to feedback.

**Essential Physical Requirements**

	<b>Occasionally (1%-33% of day)</b>	<b>Frequently (34%-66% of day)</b>	<b>Continuously (67%-100% of day)</b>
Sitting		<b>X</b>	
Standing	<b>X</b>		
Walking		<b>X</b>	
Speaking/Hearing			<b>X</b>
Seeing			<b>X</b>
Hand/Wrist Work (ie. Keyboarding)			<b>X</b>
Pushing/Pulling		<b>X</b>	
Fine Manipulation	<b>X</b>		
Grasping	<b>X</b>		
Reaching	<b>X</b>		

Bend		X	
Kneel	X		
Squat	X		
Lift 1-10 lbs	X		
Lift 11-20 lbs	X		

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**JOB QUALIFICATIONS:**

Demonstrated Spanish and English proficiency required.

Graduate of an accredited college with a degree in social work, human services, and/or related field.

Two years of case management experience in health care setting and/or mental health setting.

Certification in interpretation testing required within twelve months of hire.

I have read the job description above:

Name: \_\_\_\_\_ Date: \_\_\_\_\_