



Organization: Vecinos Farmworker Health Program

Address: 3971 Little Savannah Rd, 173 HHS, WCU Cullowhee, NC 28723

Phone: (828) 293-2271

Email: info@vecinosinc.org

Web: www.vecinos.org

To apply: Send resume and cover letter to Marianne Martinez at mmartinez@vecinosinc.org

Position: Wellness Program Coordinator

Location: Cullowhee (with outreach mainly in Macon, Jackson, and Haywood Counties, as well as Buncombe, Clay, Graham, Swain, and Transylvania Counties, and Rabun County, GA)

Compensation: \$27,000.00 - \$33,000.00 Annually (Commensurate with Experience)

Benefits: Generous benefits package

Start Date: ASAP

Organization Description: Vecinos is a non-profit, 501(c)3 organization. Our mission is to improve the wellness of farmworkers and their families with health care, education, community partnerships, and advocacy.

Purpose: The Wellness Program Coordinator is the case manager for patients with chronic conditions, specifically Hypertension and Diabetes with a focus on continual care and home visits in both the migrant and seasonal farmworker populations. This person will attend outreach as needed with the outreach and medical teams, is responsible for managing the weekly evening clinics, and for creating and coordinating group wellness classes. The Wellness Program Coordinator will also assist the Executive Director and Outreach Coordinator in raising awareness of the program and advocating for farmworkers at a variety of community events.

Responsibilities:

- Manage case load of patients with chronic conditions
- Manage twice-weekly evening clinics, including patient flow and providers' needs. Serve as the point-person for patients, interns, volunteers, and providers.
- Coordinate follow-up care for chronic disease patients after clinics, including but not limited to: scheduling appointments, communicating with patients, providing or arranging transportation, and connecting patients with resources
- Make home visits to seasonal and migrant patients with chronic conditions
- Create and coordinate educational wellness groups
- Keep precise records of patient encounters with detailed notes in the electronic health record systems
- Meet regularly with medical providers to discuss patient needs
- Maintain tracking tools of patient outcomes. Keep up-to-date with grant requirements for tracking tools.
- Research, find, and/or develop educational materials related to health and wellness



- Attend evening and occasional weekend outreach/clinics with other outreach and medical staff
- Supervise interns, and volunteers as needed and delegate responsibilities accordingly
- Represent Vecinos and maintain beneficial relationships with providers, specialists, and clinics throughout Western North Carolina
- Advocate for farmworkers and their families within the community
- Attend staff meetings and assist with staff development

Qualifications and Skills:

- A bachelor's degree in social work, public health, public administration or a related field with relevant experience/ **OR at least two years of relevant work experience**
- Native or near-native written and verbal communication skills in English and Spanish.
- Understanding of cultural responsiveness and cultural humility and a desire to work with diverse people of all ages, without regard to sex, race, ethnicity, sexual orientation, religion, national origin, or socioeconomic background.
- Ability to work with a team and independently
- Leadership skills, self-direction, time-management, and initiative
- Ability to keep and organize accurate patient records and files
- Availability to work nights and some weekends along with the willingness to work in difficult working environments (e.g. overcrowded, substandard housing, which often lacks basic sanitation; working in adverse weather conditions).
- Current valid driver's license
- Reliable transportation