



**Organization:** Vecinos, Inc.

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

**Phone:** (828) 293-2274

**Web:** www.vecinos.org

**Position:** Integrated Care Program Assistant

**Location:** Cullowhee, NC

**Compensation:** \$30,000-\$40,000, Depending On Experience

**Hours:** 40 hours per week, flexible, days and evenings, no weekends

**Benefits:** Insurance and Vacation

**Classification:** Non-Exempt, Permanent, Full-Time

**Organization Description:** Vecinos is a non-profit, 501(c)3 organization that provides traditional and mobile clinics with integrated primary and mental healthcare, health education, and case management to uninsured Latinx community members. We offer a positive, supportive, and team-oriented atmosphere. We work in a non-traditional environment with limited resources. Schedules and hours vary throughout the year.

**Purpose:** The Integrated Care Program Assistant assists the Integrated Care Team Manager / RN Practice Manager in the day-to-day administrative program duties and clinic support. The ideal candidate is flexible, open to working in a changing environment, can commit to a growing practice, and has the desire to serve uninsured/underserved populations, specifically agricultural workers.

### **Job Responsibilities**

1. Administrative Program Assistance
  - Assist RN Practice/Team Manager with program development, policies and procedures, as needed
  - Coordinate ongoing onboarding & training for new clinic staff, volunteers and interns
  - Complete provider credentialing for licenses and degrees
  - Maintain accurate accounting for all team and clinic supplies
  - Ordering needed clinic supplies, including rx's, OTCs, phlebotomy supplies
  - Assist with clinic schedule and staffing needs
2. Clinic Assistance
  - Co-managing in-house pharmacy inventory system in coordination with the pharmacy tech to ensure adequate and appropriate prescriptions and OTC medications
  - Assist Medical Assistant with clinic preparation, including stocking lab carts and preparing patient supplies
  - Conduct patient intake, point-of-care labs & phlebotomy draws, and other duties as assigned during clinic nights
3. Case Management / Referrals
  - Collaborate with the RN Care Manager and Medical Assistant to ensure continuity of care through patient-centered case management
  - Coordinate select referrals for specialty providers
4. Team Collaboration
  - Other duties as assigned by RN Practice Manager
  - Support Outreach Team by ensuring clinical supplies are prepared



**Required Qualifications**

- Bachelor's degree in public health or related field
- Experience in a clinic setting
- Spanish language proficiency, both written and oral
- Able to work effectively as a team member and work closely with administrators, nurses, physicians, community health workers, and other partners
- Excellent written and oral communication skills in English
- Cultural sensitivity, a caring and confident demeanor, flexibility, dependability, excellent written and verbal communication skills, high energy-level, willingness to work in a nontraditional/non-clinical setting, a professional attitude, desire to serve uninsured/underserved populations

**Preferred Qualifications**

- Certified Nursing Assistant or Certified Medical Assistant
- Experience in an integrated (primary and psychiatry) care setting

**Submit Cover Letter and Resume to:**

Megan Padilla, RN, CPN  
Integrated Care Program Manager  
jobs@vecinosinc.org