



Join MCN's Team as a Bilingual Associate, Ventanilla/Health Network

The Migrant Clinicians Network is hiring a Health Network Associate to be stationed at the Ventanilla de Salud within the Mexican Consulate in Austin, Texas. The position reports to the Director of International Projects and Emerging Issues. The position is classified as Full Time, Hourly. The compensation includes benefits but does not require the supervising of other staff. Some travel is required to the annual Ventanilla meeting and locally for networking and collaborative initiatives.

PRIMARY ACTIVITIES

Conduct face-to-face interviews and health education with individuals and groups that present to the Consulate of Mexico in Austin. Provide patient navigation for individuals referred for care to determine that care was received and to provide additional case management. Contacts participants enrolled in the Program to provide follow-up education about their health status and test results. Input information about follow-up and care coordination calls into Access database.

Enter enrollment information and health information from participant medical records. Assist with development and distribution of health education materials through the Ventanilla and at community partner events. Communicate weekly with Consulate staff, MCN Chief Medical Officer, Health Network Manager and others about the status of under case management.

Communicate with clinicians about the status of their Health Network patients (i.e. enrollment status, treatment status). Transfers medical records to clinicians as needed. Requests medical records from clinicians as needed.

CORE COMPETENCIES

- Committed to working with the Program for a reasonable timeframe, preferably a minimum of two years.
- Works in alignment with the Consulate's and MCN's organizational values; teamwork, innovation, excellence and a passion for the mission
- Applies the Program's performance improvement goals and guidelines
- Maintains a positive outlook and flexibility in Program's fast paced and dynamic environment
- Demonstrates personal initiative in all activities
- Develops and maintains relationships with a diverse community of office colleagues, remote staff members and other organizations
- Embodies the belief that healthcare is a right
- Possesses excellent communication both verbal and written

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JOB REQUIREMENTS

- Bachelor's degree from an accredited four-year college or university.
- Ability to communicate effectively with diverse groups of individuals including migrant workers, medical personnel, MCN staff, partner organizations, and educational institutions.
- Written and oral fluency in English and Spanish.
- Computer skills: Microsoft Office Suite, G Suite, basic HTML knowledge, and familiarity with project management, virtual meeting software and Adobe Suite, a plus.
- Able to manage multiple tasks; organized, methodical and attention to detail.
- Must have the ability to function independently within established program guidelines and prepare and maintain records and reports.
- Proven ability to continually adapt and learn new procedures and software programs.
- Must be enterprising, diplomatic and proactive at solving problems.

PREFERRED:

- Master's Degree in related field.
- Previous (one to two years) professional experience in related field.
- Project coordination experience.
- Experience in working with migrant and/or diverse populations, including Limited English Proficient populations.
- Program evaluation experience.

COMPENSATION

MCN offers full time, hourly employees an array of benefits including: health insurance, disability insurance, life insurance, a health and well-being stipend, monthly contributions to a health savings account, 18 days/year of paid time off and 12 holidays. Hourly rate is commensurate with experience.

VI. DISCLAIMER

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. MCN reserves the right to revise or change job duties and responsibilities as the business need arises, or as program needs change. In compliance with EEOC 29 CFR, part 1630, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodations shall be made if it does not constitute undue hardships upon this organization.

Start Date: 31 July 2018