AUBURN
Human Resources

Coord I, Patient Care Prog

Job Description

JOB INFORMATION

Job Code	AA45A
Job Description Title	Coord I, Patient Care Prog
Pay Grade	HW05
Range Minimum	$38,250
33rd %	$43,350
Range Midpoint	$45,900
67th %	$48,450
Range Maximum	$53,550
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Case Management

JOB SUMMARY

Provides patients in the Harrison School of Pharmacy (HSOP) Experiential Education Program valuable social work services as well as program management support for the Experiential Education component of the curriculum.

RESPONSIBILITIES

- Coordinates projects, programs, and activities and provides services and/or advisement.
- Develops community partnerships by meeting with HSOP's potential patient population and recruiting and/or evaluating candidates for experiential program.
- Ensures that patient care is documented appropriately.
- Provides orientation/education about the experiential program sites and policies/procedures.
- Assists patients with receiving services from various assistance agencies.
- Collaborates with the Clinical Affairs and Outreach leadership team and others to maintain and improve the quality of all experiential education programs.
- Coordinates the assignment of students to IPPE teams; assists with course selection, registration, licensure application and/or University or college policy and procedures.
- Reviews and maintains student records for experiential training programs such as facilitating student assessment, compiling grades, generating reports and/or analyzing data, documenting student immunizations, certifications and other health requirements for participation in training programs.
- Maintains affiliate faculty appointments for preceptors and obtains affiliation agreements for participating sites.
- Assists in developing and maintaining a documentation system to track all required contracts, agreements, grants and other legal documents and alert leadership when action should be taken.
- Maintains various databases, run reports and present data in various formats as requested.
- Plans, coordinates, and provides oversight of the internal and external events.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Social Work or related field.	and	0 years of	experience in advising, coordinating student services, and/or social services.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.