

PATIENT ADVOCATE

Responsible for guiding patients through the healthcare system, which includes assisting patients through the screening, diagnosis, treatment, and follow up of medical conditions.

Hours: 40 hours/week | **Compensation:** \$16-18/hr | **Start Date:** ASAP

PRIMARY RESPONSIBILITIES:

PATIENT ADVOCACY

Meets with identified patients to assess their self-sufficiency needs. Links the patient with community resources to address global needs, including shelter, food, transportation, and mental health.

STAFF LIASION

Works closely with clinical staff to ensure that the referral process runs smoothly, that patient's needs are identified and addressed quickly, and that all staff are aware of the resources and services that the Patient Navigator provides.

CASE MANAGEMENT

Connects patients with Medicaid and discounted providers and other necessary resources. The Patient Advocate must have clear phone communication skills and be able to assist patients who have barriers to health care such as language, disabilities, or financial hardship. The Patient Advocate must also be familiar with community resources related to referrals and follow-up care.

FOLLOW UP COORDINATION

Manages follow-up system for all patient referrals. Manages unique needs of patients with new life-threatening diagnoses. Provides patient reminders, manages incoming faxes and consults/referral records from outside clinics, and documents information in electronic health record and referral tracking system within an established timeframe.

BREAST AND CERVICAL CANCER SCREENING

Determines eligibility for cancer screening grant programs. Enters and maintains patient data in appropriate tracking systems. Reconciles and processes program billing and reimbursements. Closely tracks spending and budgets. Attends relevant meetings, calls, and webinars for the Boulder area Breast Cancer Coalition and Women's Wellness Connection program. Enrolls patients with breast and cervical cancer in the Breast and Cervical Program (BCCP) Medicaid.

MANAGEMENT OF IN-HOUSE FUNDING

Along with the Finance Director, determine utilization of cancer screening funds annually based on current funding levels. Maintain accurate records of patient grant amounts, dates and rationale for funding.

DATA COLLECTION

Works with Development Department to collect and organize data as needed for grant reporting and writing.

SUPERVISE VOLUNTEER(S)/INTERN(S)

Train and support volunteers in assisting in follow up responsibilities.

QUALIFIED APPLICANTS WILL DEMONSTRATE:

- Strong commitment to reproductive freedom, and an ability to demonstrate knowledge and passion for social justice.
- Strong work ethic and a proactive, self-directed work style.
- Bachelor's degree in social work or related field, or combination of High School degree and related experience.
- Intermediate level ability with Word, Excel, Outlook and other required software programs.
- Requires attention to detail
- Excellent communications skills
- Bilingual English/Spanish Preferred

PREFERRED CANDIDATES WILL:

- Have at least one year experience working in a reproductive and sexual healthcare setting.
- Strong ability to prioritize and manage multiple projects simultaneously.
- Have previous experience utilizing NextGen EPM/EMR system.

WHY WOMEN'S HEALTH?

- ✓ We make a real impact for those we serve. As the first abortion provider to open in Colorado, we remain innovative and locally focused, honoring the legacy of our founders. We aim to create access for those who need it the most by breaking down barriers that exist in our community.
- ✓ We support each other. The culture at Women's Health is built around trust, collaboration, and respect. Diverse backgrounds, experiences and viewpoints are celebrated and valued here. Our approximately 40 staff members are driven by their personal passion for our cause, and come together to build strong, effective programs.
- ✓ Our benefits package for part-time employees includes paid holidays, paid time off (vacation + sick), medical coverage, a 403b retirement plan, and an Eco-Pass.

The Mission of Boulder Valley Women's Health Center is to provide accessible, confidential and comprehensive gynecological and reproductive healthcare, including sexual health services and education. We envision a healthy community of people empowered to make informed choices about their sexual health and well-being.

TO APPLY: Please submit resume and letter of interest *electronically* (.pdf or Word) to grace@bvwhc.org. Applications without both a letter of interest or resume will not be considered—NO phone calls