***Infectious Disease Program Coordinator***

**Good Samaritan Health Center**

**Description**

Under the supervision of the Director of Health Programs, the Infectious Disease Program Coordinator is a newly established grant funded position at Good Samaritan Health Center. The Program coordinator will track all patients tested for HIV, hepatitis C, and hepatitis B and report this data to team members and funders. The Coordinator will work with the medical team to develop strategies to reach testing targets and track connection to care for patients with positive results.

**Tasks**

* Develop Infectious Disease Database by running reports in the EMR, Athenanet
* Maintain reporting compliance with funders
* Provide feedback to medical team employees on screening rates
* Participate in regular calls and collaborative meetings with regional program participants
* Identify missed opportunities for screening
* Assist the medical team in the development of clinical protocols and work flows to reach target screening rates
* Collaborate with case management to track linkage to care for patients with positive diagnosis.
* Develop strategies for presenting and shared learning

**Qualifications**  
Education/ Knowledge, Skills, & Abilities (KSAs)

* Bachelor’s or Master’s Degree in Community Health, Public Health, or other related sciences or field of study
* Experience with quantitative data entry and reporting
* Proficient in Microsoft Office suite, esp. Excel
* Knowledge of working in a healthcare setting