



**WASATCH HOMELESS HEALTH CARE, INC.  
Mobile Medical Project Manager**

<b>Position Title:</b>	Mobile Medical Project Manager	<b>Date:</b>	January 2019
<b>Department:</b>	Operations	<b>FSLA Status :</b>	Exempt
<b>Supervisor :</b>	Director of Clinical Operations	<b>Salary:</b>	Competitive
<b>Status:</b>	Full Time	<b>Approved By:</b>	<b>Laura Michalski</b>

**Organization Background:**

Wasatch Homeless Health Care, Inc (WHHC) dba Fourth Street Clinic, is Salt Lake City's leading nonprofit for health care provider for homeless Utahans. Fourth Street Clinic operates with a core staff of over 50 and a volunteer network of more than 150. Annually, the health center provides comprehensive health care to over 5,000 homeless men, women and children with over 25,000 medical, behavioral health, dental, case management and health education services. Fourth Street Clinic has an onsite pharmacy that provides over 60,000 prescriptions. Our mission is to help homeless Utahns improve their health and quality of life by providing high quality health care and support services.

**OVERVIEW:**

The Mobile Medical Project Manager is responsible for coordinating and scheduling Fourth Street Clinic's 45-foot mobile medical unit at various community partner sites, other areas where individuals experience homelessness are known to be, and special events (e.g. health fairs). The Mobile Medical Project Manager supervises the Mobile Medical Driver; and is responsible for ensuring that routine maintenance and safety inspections are performed on the vehicle.

**Core Responsibilities**

- Coordinate with mobile service deliver site on scheduling for service days
- Coordinate with site staff on the operation of the vehicle while on site
- Ensure that site staff have information necessary to advertise and promote service days to clients served at that location
- Communicate schedule and program changes or adjustments to all internally and externally
- Ensure accurate information is collected during patient registration and intake, and address any anomalies as identified
- Track and monitor data associated with program goals and effectiveness; ability to make programmatic adjustments based on data as necessary
- Oversee the Mobile Medical Driver
- Supervise six Community Health Workers (CHW) through the AmeriCorps Program
- Responsible for ensuring CHWs are receiving required supervision and training through the AmeriCorps program and communicating directly with the AmeriCorps Director at the Association for Utah Community Health
- Provide guidance to CHWs on goals and scope of project
- Ensure completion and maintenance of the Daily Driver Vehicle Inspection Report
- Ability to write and implement operating procedures and maintenance schedule for the vehicle
- Ability to serve as a back up driver for the program to ensure seamless operation of program
- Must be safe, courteous, and professional
- Attend regular scheduled staff meetings.



- Other duties as assigned.

### **Qualifications**

- Undergraduate degree in Social Sciences, Public Health, or other relatable field
- Prior experience coordinating with multiple community organizations
- Prior experience working in a program with multiple stakeholders
- Public or community health interest or experience, particularly with individuals experiencing homelessness.
- Demonstrated human relations and effective communication skills required.
- Ability to track and collect data to measure progress towards program goals and outcomes
- Strong communication skills, verbal and written
- Strong organizational skills and attention to detail
- Willingness and ability to maintain a Commercial Driver's License (CDL) class A or B.

### **Preferences**

- Three or more years of program management.
- Spanish speaking
- Prior experience working in a medical setting—doctor's office, hospital, etc.
- Comfort or experience working with in a multi-cultural environment.