

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND		GRADE	SUBGRADE		FLSA STATUS
Program Coordinator		C		4	1		Exempt
POSITION TITLE:		Justice Involved Health Program Coordinator		POSITION#:	501112		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised		Date:	08/01/2025				
SERVICE TYPE:			AFSCME				
			Department:	Health Centers	Supervisor:	Strategy and Engagement Manager	
FTE:	1.0		Employment Status:	Limited Duration Full Time			

Position Summary:

The Justice-Involved Health Program Coordinator supports the HRSA QIF-TJI grant by coordinating and delivering services for individuals transitioning from carceral settings into the community. This role works closely with the re-entry provider to ensure immediate access to primary care, behavioral health, substance use disorder services, and case management, including same-day appointments when possible. The coordinator will build partnerships with community-based organizations, corrections agencies, and internal CHC teams to address barriers, support continuity of care, and track program outcomes. Additionally, this position coordinates grant reporting requirements, supports program development, and assists with the creation and refinement of processes to ensure the program's effectiveness and sustainability. This position's work could take place in a clinical setting, in the community, or in the carceral setting.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Program Coordination and Grant Implementation Essential Duties: <ul style="list-style-type: none"> Coordinate and oversee all activities funded by the HRSA QIF-TJI grant, ensuring alignment with established goals, timelines, and deliverables. Serve as the primary liaison between CHC leadership, the re-entry provider, and community partners. Facilitate timely and same-day appointment scheduling for justice-involved patients across CHC sites. Monitor program workflows to ensure efficient coordination of services and adherence to grant objectives. Prepare progress updates and assist in compiling and submitting required HRSA grant reports. Support the development and refinement of program processes, tools, and resources to improve service delivery. 	30%
2	MFA: Justice-Involved Client Engagement and Support Essential Duties: <ul style="list-style-type: none"> Engage individuals transitioning from carceral settings to assess health and social service needs. Connect clients to primary care, behavioral health, substance use disorder treatment, and case management services. Provide education on available CHC and community resources to support successful reentry. Assist clients with benefit enrollment, including Medicaid, SNAP, and other applicable programs. Identify and address barriers related to social determinants of health, such as housing, food access, and transportation. 	30%

	<ul style="list-style-type: none"> Offer follow-up support to ensure continuity of care and adherence to treatment plans. 	
3	MFA: Community Partnerships and Resource Navigation Essential Duties: <ul style="list-style-type: none"> Establish and maintain collaborative relationships with corrections agencies, probation and parole officers, and reentry organizations. Serve as a central point of contact for community partners to coordinate patient care transitions. Participate in multidisciplinary meetings with partner agencies to review progress and resolve challenges. Develop resource networks and referral pathways to improve patient access to supportive services. Promote collaborative strategies that reduce barriers and foster positive health and social outcomes for justice-involved individuals. 	30%
4	MFA: Data Collection, Reporting, and Evaluation Essential Duties: <ul style="list-style-type: none"> Document all patient interactions and service coordination in the electronic health record and other required systems. Track and analyze service utilization, appointment completion, and patient outcome data. Support quality improvement initiatives by identifying trends, gaps, and opportunities for program enhancement. Assist with preparing data summaries for internal reporting and HRSA compliance. Participate in evaluation activities to assess the program's impact and inform future planning. Maintain accurate and timely records to ensure compliance with reporting requirements. 	10%
	MFA: Other Duties As Assigned	
Percentages should total 100%		100%

Special Requirements

Community Health Worker certification with the Oregon Health Authority; Certification must be obtained before the end of the 6-month probationary period
Valid Oregon Driver's License with a clean driving record

Physical Requirements

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

The employee may work any hours as urgent and emergent work demands, nights and weekends. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: ☒ work with angry or hostile clients or members of the public, ☒ work with toxic substances and biohazards, and ☒ exposure to infectious illnesses.

Emergency Preparedness

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

Quality Improvement Participation

Employees are expected to participate in improving organization performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____