

CHW/Mobile Unit Driver

CLASSIFICATION: Full Time Hourly (\$16/hr.)

LOCATION: Mobile Unit Bay City, TX

REPORTS TO: Case Manager

JOB SUMMARY:

The primary role of the MEHOP Mobile CHW is to focus on educational opportunities and promote MEHOP services and programs while driving our MEHOP Mobile Unit. Workers will increase behavioral health detection and referral mechanisms in vulnerable communities.

Key Duties:

- Be able to operate our Mobile Unit and obtain a non CDL Class A Driver's License.
- Greet all patients and tend to their needs.
- Assess the nature of patient inquiries to determine if appointment is needed.
- Check patients in.
- Verify patient information (demographics, etc.) is accurate and complete in computer system.
- Collect samples from individuals for COVID-19 screening.
- Ensure specimen samples and collection activities are documented properly.
- Provide clear instructions and guidance to individuals.
- Set up mobile testing daily, administering tests, sanitizing between patients.
- Finalizes payment with patient after appointment has ended. On full fee, collect co-pay and slide fee prior to seeing the patient.
- Carry out various administrative duties.
- Develops a strong relationship and networks with the communities MEHOP serves.
- Provides follow-up care and assists patients of MEHOP to receive appropriate services.
- Communicates effectively with other members of the clinical staff.
- Adheres to the policies and procedures of MEHOP.
- Promote social services, complete referrals, promotes outreach and educate patients.
- Assists patients and staff with patient referrals and follow-up.
- Assists with removal of barriers to health care.
- Works in close collaboration with physicians and other health care personnel in patient evaluation and treatment to further their understanding of significant social and emotional factors underlying patient's health problem.
- Provide community outreach, networking, and liaison with community programs as needed.
- Maintains patient privacy in compliance with HIPAA federal guidelines and MEHOP policies.

JOB REQUIREMENTS AND EDUCATION:

- Communicates with patients in a caring, professional manner.
 - Able to be a team player with a positive attitude.
 - Willingness to take initiative and ability to work in a fast-paced multitasking environment.
 - Culturally sensitive in the use of language, practices, beliefs.
- Possesses good organizational skills and is self-directed.
- Ability to respond effectively to inquiries about MEHOP's services.

- Demonstrates flexibility and emotional control in handling difficult or stressful situation

- Expected to bend to retrieve, lift and carry supplies and equipment, typically includes items of varying weights, up to and including heavy items.

- Bilingual is a plus

BENEFITS: Health and life insurance, paid holidays, sick days.

Job Type: Full-time