

THE BREATHING ASSOCIATION

POSITION TITLE: **Asthma Outreach Coordinator (Bi-Lingual)**

RESPONSIBLE TO: **Director of Lung Health Services**

GENERAL DESCRIPTION:

The Registered Nurse Asthma Outreach Coordinator is responsible for the facilitation of programs that improve the daily functioning of persons with asthma and other lung related problems. S/he is responsible for conducting outreach, planning, implementing, and providing evaluation information for agency programs that respond to the educational, psychological, and physiological needs of children and adults with the diagnosis of asthma and other lung related problems, as well as their families and other caregivers. This Breathing Association staff member will be responsible for conducting community outreach and home visits to children and adults with asthma.

DUTIES AND RESPONSIBILITIES:

Performs home and community based visits to assess client resource strengths, deficiencies, and health status, and provides asthma education regarding self-care skills and knowledge.

- a) Conducts outreach at health fairs, school events, events sponsored by OHC, etc. to individuals in the Community in cooperation with collaborating agencies (Ohio Hispanic Coalition, Columbus Public Schools, IMPACT, Columbus Public Health and other partner agencies.)
- b) Schedules appointments and conducts home visits for children and adults with asthma.
- c) Maintains detailed client and program records and enters client data to the agency on-line data management system (Medical Records and CRM) as required by various funding sources.
- d) Verifies safe installation and use of energy saving / home safety devices provided through REACH for customers receiving home visits for asthma education.
- e) Assesses patient barriers to accessing health care, serves as an information and referral role, linking clients to partner agencies and other Breathing Association programs that provide services to individuals with lung health disease, and follows up to ensure access to services.
- f) Provides all assigned clients with Asthma Action Plans, case management, and medication and equipment instruction.
- g) Provides translations for Hispanic clinic patients.
- h) Encourages asthma client compliance with REACH goals.

In addition, this individual:

1. Provides asthma education to families, schools, and other community groups as indicated in grant agreements pertinent to the position.
2. Establishes a working relationship with other professional groups and agencies to stay informed about community services that can best benefit The Breathing Association's clients.
3. Works with the Nurse Practitioner and Medical Supplies Director to facilitate distribution of lung health supplies and prescription assistance to asthma outreach clientele.
4. Collects and maintains accurate program information, research data and statistics and provides recommendations to The Director of Research and Evaluation for new program

direction.

5. Assists in free lung health clinic by providing asthma education, screening HEAP clients on a time available basis.
6. Participates in ongoing development and evaluation of Lung Health Program goals, outcomes, and service activities
7. Assumes other related duties as assigned by the Supervisor and President.

QUALIFICATIONS:

1. A Respiratory Therapist with an Associates Degree and at least 5 years experience in the practice of respiratory therapy, or a R.N. with at least 2 years experience in the field.
2. Bi-lingual with fluency in Spanish, particularly medical Spanish.
3. Has demonstrated ability in clinical aspects of home care service delivery, especially health promotion education and management of prescribed treatment of respiratory conditions.
4. Well organized self-starter with experience in program coordination, community health services, and pulmonary rehabilitation desired.
5. Excellent communication skills (verbal and written).
6. Demonstrated organization and planning skills. Ability to multi-task.
7. Possesses initiative and energetic flexibility with excellent interpersonal and listening skills.
8. Must enjoy and have experience working with children and adults with asthma and of all income levels and backgrounds.
9. Displays keen interest in professional growth to maintain clinical excellence.
10. Must have valid driver's license and be willing to use own vehicle in carrying out job responsibilities (mileage reimbursed).
11. Must be comfortable conducting home visits in Franklin County communities with low income populations.

MEASURES OF ACCOUNTABILITY:

The primary measures of performance will be the degree of attainment of The Breathing Association goals and objectives. The following criteria may be used for evaluation:

1. The degree of self-development and effectiveness with clientele.
2. The soundness, timeliness, and accuracy of reports and recommendations.
3. Meeting and accurately reporting program data, statistics and outcome evaluations, program reports, and activities in a timely manner to the Director of Research and Evaluation as required by funding grants and reports to funders.
4. Excellent computer skills including data entry, email, EXCEL and WORD and data entry programs (medical records and CRM).

TERMS OF EMPLOYMENT:

Part-time (20 hours) employment under conditions as outlined in The Breathing Association's Personnel Policies. Salary commensurate with experience.