

## **Ryan White Medical Case Manager**

**Position Overview:** Coordinate comprehensive care for HIV/AIDS patients across eleven counties, providing case management, outreach, and community education services.

### **Key Requirements:**

- Minimum 2 years HIV/AIDS patient care experience
- Proficiency with relational databases (CAREWare preferred)
- Strong organizational and communication skills
- Microsoft Office Suite competency
- Ability to travel between sites and client homes
- Clinical operations knowledge with minimal supervision capability

**Primary Responsibilities:** Patient coordination and referrals, needs assessments, HOPWA applications, community outreach, performance improvement activities, staff consultation, and maintaining comprehensive medical records and care plans.

**Reports to:** Ryan White Program Coordinator

**Classification:** Non-Exempt

**Department:** Ryan White Program

This specialized case management role requires someone who can work independently while providing compassionate, culturally competent care to vulnerable populations in a federally qualified health center setting.

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## **Medical Assistant**

**Position Overview:** Provide direct patient care support under nursing supervision in a fast-paced federally qualified health center environment.

### **Key Requirements:**

- Two years clinical experience in FQHC setting preferred
- Associate Degree in Medical Assisting preferred
- Current CPR Certification required
- Strong communication and multitasking abilities
- Ability to work under stress and irregular hours

**Primary Responsibilities:** Take vital signs and patient histories, prepare exam rooms, assist physicians and nurses with procedures, administer immunizations and treatments, complete lab requisitions, maintain infection control standards, and ensure patient confidentiality.

**Physical Demands:** Requires continuous standing, walking, lifting up to 10+ pounds, and manual dexterity. Exposure to communicable diseases and bodily fluids possible.

**Reports to:** Clinical Support Coordinator

**Classification:** Non-Exempt

**Department:** Medical

This hands-on clinical role is ideal for compassionate healthcare professionals who thrive in a collaborative team environment, providing high-quality care to diverse patient populations.

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### **Community Health Worker - Behavioral Health Focus**

**Position Overview:** Serve as a vital bridge between patients and healthcare providers, specializing in behavioral health support and chronic disease management with emphasis on mental health integration and community wellness.

**Key Requirements:**

- Minimum 2 years healthcare environment experience
- Community Health Worker certification or ability to be trained
- Strong interpersonal and customer service skills
- Proficiency in Microsoft Office Suite and database management
- Ability to build compassionate, trusting patient relationships
- HIPAA compliance knowledge

**Primary Responsibilities:** Provide culturally competent outreach and health education, conduct home visits and follow-up calls for behavioral health patients, assist with care coordination and referrals, support medication compliance for mental health treatments, facilitate support groups, monitor patient progress, and maintain comprehensive documentation in web-based portals.

**Specialized Skills:** Blood pressure monitoring, health education delivery, crisis intervention support, and data entry for behavioral health metrics and outcomes tracking.

**Reports to:** Deputy Director of Programs

**Classification:** Non-Exempt

**Department:** Administration

This community-focused role combines traditional health promotion with behavioral health advocacy, perfect for professionals passionate about addressing mental health disparities in underserved populations.

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## **Community Health Worker - Maternal Health/Certified Doula**

**Position Overview:** Serve as a compassionate liaison between pregnant women, new mothers, and healthcare providers, providing culturally competent support throughout the perinatal journey and facilitating access to comprehensive maternal and infant care.

### **Key Requirements:**

- Minimum 2 years healthcare environment experience
- Community Health Worker certification or ability to be trained
- Certified doula credentials preferred
- Strong interpersonal and advocacy skills
- Proficiency in Microsoft Office Suite and database management
- Ability to build trusting relationships with expectant and new mothers
- HIPAA compliance knowledge

**Primary Responsibilities:** Conduct prenatal and postpartum home visits, provide breastfeeding support and education, assist with birth plan development, coordinate maternal health referrals and services, support medication compliance during pregnancy, facilitate new parent support groups, monitor maternal and infant health outcomes, and maintain documentation in perinatal care tracking systems.

**Specialized Skills:** Blood pressure monitoring for pregnancy-related conditions, maternal health education delivery, postpartum depression screening support, and data entry for maternal and infant health metrics.

**Reports to:** Maternal Health Coordinator

**Classification:** Non-Exempt

**Department:** Administration

This maternal-focused role combines traditional community health work with specialized doula support, ideal for professionals dedicated to improving birth outcomes and maternal wellness in underserved communities.

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## **Child Care Specialist**

**Position Overview:** Provide safe, nurturing childcare services for patients' children during medical appointments, ensuring a welcoming environment that supports families accessing healthcare at G.A. Carmichael Family Health Centers.

### **Key Requirements:**

- Experience working with children of various ages (infants to school-age)
- CPR and First Aid certification required

- Background check and child abuse clearances
- Strong communication and interpersonal skills
- Ability to manage multiple children simultaneously
- Patient, caring, and reliable personality

**Primary Responsibilities:** Supervise children in designated childcare area, engage children in age-appropriate activities and play, maintain clean and safe play environment, communicate effectively with parents and staff, document any incidents or concerns, and ensure children remain secure while parents receive medical care.

**Physical Demands:** Ability to lift children up to 40 pounds, sit on floor for extended periods, move quickly in emergency situations, and maintain constant visual and auditory supervision of children.

**Reports to:** Site Manager

**Classification:** Non-Exempt

**Department:** Patient Services

This essential support role helps eliminate barriers to healthcare access by providing families peace of mind while receiving medical care, making healthcare more accessible for parents and caregivers in our community.

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## **Licensed Professional Counselor**

**Position Overview:** Provide comprehensive mental health and behavioral health services to patients at G.A. Carmichael Family Health Centers, delivering culturally competent counseling and therapy in an integrated healthcare setting.

### **Key Requirements:**

- Master's degree in Counseling, Psychology, Social Work, or related field
- Current Licensed Professional Counselor (LPC) licensure in Mississippi
- Experience providing mental health services in community health or FQHC setting preferred
- Knowledge of trauma-informed care principles

Electronic health records experience

**Primary Responsibilities:** Conduct individual, family, and group therapy sessions; perform comprehensive mental health assessments and diagnoses; develop and implement treatment plans; provide crisis intervention services; collaborate with medical providers for integrated care; maintain detailed clinical documentation; participate in case consultations and multidisciplinary team meetings.

**Specialized Skills:** Evidence-based therapy modalities, substance abuse counseling, depression and anxiety treatment, family systems therapy, and knowledge of community mental health resources and referral networks.

**Reports to:** Behavioral Health Director

**Classification:** Exempt

**Department:** Behavioral Health

This vital clinical role addresses the mental health needs of underserved populations, working collaboratively within a patient-centered medical home model to provide holistic, integrated healthcare services.

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### **Pharmacy 340B Coordinator**

**Position Overview:** Serve as subject matter expert for the 340B Drug Pricing Program, ensuring maximum compliance and cost savings across all covered entities while maintaining accurate records and audit readiness.

#### **Key Requirements:**

- Bachelor's degree in business/health-related field OR current State Pharmacy Technician licensure with National Certification (CPhT)
- 2-3 years 340B Drug Pricing Program experience in healthcare setting preferred
- Strong analytical and auditing skills
- Proficiency in split-billing software and computerized pharmacy systems
- Excellent written and verbal communication abilities
- CPR certification required

**Primary Responsibilities:** Conduct comprehensive 340B compliance audits across all service points, oversee compliant medication procurement and inventory management, provide staff training on 340B policies and procedures, generate quarterly and annual utilization reports, collaborate with IT on charge description master updates, and identify opportunities for program optimization and cost savings.

**Specialized Skills:** 340B formulary pricing analysis, compliance assessment protocols, split-billing software proficiency, and knowledge of federal 340B program regulations and requirements.

**Reports to:** Chief Financial Officer

**Classification:** Exempt

**Department:** Medical

This critical role maximizes pharmaceutical cost savings for the FQHC while ensuring strict regulatory compliance, directly supporting the organization's mission to provide affordable healthcare to underserved populations.

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## **Family Nurse Practitioner - School-Based Health Services**

**Position Overview:** Provide comprehensive primary healthcare services to students in school-based health center settings, delivering preventive care, acute treatment, and health education while collaborating with school personnel and families to support student wellness and academic success.

### **Key Requirements:**

- Master's degree in Nursing with Family Nurse Practitioner certification
- Current Mississippi FNP licensure and DEA registration
- Experience in pediatric/adolescent healthcare preferred
- Knowledge of school health regulations and FERPA compliance
- Strong communication skills for working with children, families, and educators
- Electronic health records proficiency

**Primary Responsibilities:** Conduct comprehensive health assessments and screenings, provide acute and chronic disease management, administer immunizations and medications, develop individualized health plans for students with special needs, collaborate with school staff on health-related accommodations, provide health education to students and families, and maintain detailed clinical documentation.

**Specialized Skills:** Adolescent mental health assessment, sports physicals, management of chronic conditions (asthma, diabetes, allergies), crisis intervention, and knowledge of childhood development and school health best practices.

**Reports to:** Chief Medical Officer

**Classification:** Exempt

**Department:** School-Based Health Program

This innovative role bridges healthcare and education, removing barriers to learning by providing accessible, comprehensive healthcare services directly within the school environment to support student health and academic achievement.

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## Licensed Practical Nurse

**Position Overview:** Provide direct nursing care to patients under the supervision of registered nurses and physicians in a federally qualified health center, supporting comprehensive healthcare delivery across diverse patient populations.

### Key Requirements:

- Current Licensed Practical Nurse (LPN) licensure in Mississippi
- Minimum 2 years clinical experience in community health or FQHC setting preferred
- Current CPR and Basic Life Support certification
- Strong clinical assessment and documentation skills
- Proficiency with electronic health records

**Primary Responsibilities:** Administer medications and treatments per physician orders, perform patient assessments and vital signs, assist with procedures and examinations, provide patient education and discharge instructions, maintain accurate clinical documentation, coordinate patient care with healthcare team members, and ensure infection control protocols are followed.

**Specialized Skills:** Phlebotomy, immunization administration, wound care, patient triage, chronic disease management support, and knowledge of community health resources and referral processes.

**Reports to:** Director of Nursing

**Classification:** Non-Exempt

**Department:** Medical

This hands-on clinical role is essential to providing quality, accessible healthcare to underserved populations, working as part of an integrated care team to address both acute and chronic health conditions in a patient-centered medical home environment.

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## Grants Accountant

**Position Overview:** Manage financial accounting and compliance for federal and state grants, ensuring accurate reporting, regulatory compliance, and optimal financial stewardship to support G.A. Carmichael Family Health Centers' mission-driven programs.

### Key Requirements:

- Bachelor's degree in Accounting, Finance, or related field
- Minimum 3 years accounting experience, preferably in nonprofit sector
- Experience with multiple grants and funding sources preferred
- Proficiency in accounting software (Abila MIP experience preferred)
- Strong knowledge of GAAP and grant reporting regulations

- Advanced Excel and database management skills

**Primary Responsibilities:** Monitor and reconcile grant expenditures and revenues, prepare variance analysis and budget-to-actual reports, ensure compliance with Uniform Grant Guidance (UGG) and donor requirements, assist with annual Single Audit preparation, maintain accurate financial records and general ledger entries, and collaborate with program managers on budget performance and compliance issues.

**Specialized Skills:** Grant compliance monitoring, Schedule of Federal Expenditures (SEFA) preparation, nonprofit accounting principles, financial analysis and reporting, and cross-functional collaboration with clinical and administrative departments.

**Reports to:** Chief Financial Officer

**Classification:** Exempt

**Department:** Medical

This critical financial role ensures the organization maintains funding integrity and compliance, directly supporting the sustainability of healthcare programs that serve underserved populations in the community.

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## **WIC Nutritionist - Registered Nurse**

**Position Overview:** Provide comprehensive nutrition assessment, education, and counseling services to WIC participants as part of an integrated healthcare team, utilizing nursing expertise to support maternal and child health outcomes in a community health setting.

### **Key Requirements:**

- Current Registered Nurse (RN) licensure in Mississippi
- Bachelor's degree in Nursing preferred
- Valid license as Dietitian or Nutritionist from Mississippi State Board of Health OR Academy of Nutrition and Dietetics approved curriculum completion
- Experience in maternal and child health or community nutrition preferred
- Strong communication and counseling skills
- Cultural competency in working with diverse populations

**Primary Responsibilities:** Conduct individual and family nutrition counseling sessions, perform comprehensive nutritional assessments for pediatric and maternal populations, develop client-centered nutrition care plans, provide group nutrition education classes, coordinate referrals to health and social services, maintain accurate documentation and program reports, and collaborate with WIC clinical staff to ensure integrated care delivery.



**Specialized Skills:** Pediatric and maternal nutrition expertise, breastfeeding support and lactation counseling, growth and development assessment, chronic disease nutrition management, and community health promotion strategies.

**Reports to:** WIC Program Coordinator

**Classification:** Exempt

**Department:** WIC Clinic

This unique role combines nursing clinical expertise with specialized nutrition knowledge, providing comprehensive support to mothers, infants, and children in a federally-funded nutrition program that serves vulnerable populations.

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## **Human Resources Generalist**

**Position Overview:** Provide comprehensive human resources support across all HR functions for G.A. Carmichael Family Health Centers, ensuring compliance with healthcare industry regulations while supporting staff recruitment, retention, and development in a federally qualified health center environment.

### **Key Requirements:**

- Bachelor's degree in Human Resources, Business Administration, or related field
- 3-5 years generalist HR experience, preferably in healthcare or nonprofit setting
- Knowledge of federal and state employment laws, FQHC regulations, and healthcare compliance requirements
- PHR or SHRM-CP certification preferred
- Strong interpersonal and conflict resolution skills
- Proficiency in HRIS systems and Microsoft Office Suite

**Primary Responsibilities:** Manage full-cycle recruitment for clinical and administrative positions, conduct new employee orientation and onboarding, administer benefits programs and workers' compensation claims, handle employee relations issues and disciplinary actions, maintain personnel files and ensure compliance documentation, coordinate training and professional development programs, and support performance management processes.

**Specialized Skills:** Healthcare credentialing and licensing verification, FQHC-specific compliance requirements, employee handbook development, compensation analysis, and knowledge of union relations in healthcare settings.

**Reports to:** Human Resources Director

**Classification:** Exempt

**Department:** Administration

This vital support role ensures the organization attracts and retains qualified healthcare professionals while maintaining regulatory compliance and fostering a positive workplace culture that supports the FQHC's mission to serve underserved populations.