



# JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

**VA #: BPSS 2017-019R1**

**OPENING DATE: 03/20/2017**

**CLOSING DATE: Continuous**

**POSITION TITLE:** PATIENT COORDINATOR

**SALARY:** GL-11/1-12/5, \$543.65- \$675.08 B/W

**LOCATION:** BUREAU OF PUBLIC HEALTH  
MINISTRY OF HEALTH  
KOROR, PALAU

**SOURCE OF FUND:** FEDERAL

**DUTIES AND RESPONSIBILITIES:**

- Develops/maintains and records all current NCD related health care services, programs, policies and procedures within and outside MOH. Develops or assist in the development of patient navigation plans and process (screening, diagnosis, treatment, survivorship end of life.) Coordinates the integration of services and/or link NCD patients or clients to screening and diagnostic services and provide necessary health information. Assist/support health care providers in the integration/linkage between screening, diagnostic, treatment/management, maintenance/survivorship, or end of life and provide necessary health information to patients/clients. Implement database tracking system that tracks patients/clients, with controlled access for NCD nurse case manager and other relevant health care providers. Setting up formal consultation planning meetings to help the patient/client prepare for visits with medical providers. Collects information and generates reports on patient/client issues and problems. Utilize and/or creates best practices (through monitoring and evaluation) to document ongoing patient/client case manager contacts assessment.....**50%**
- Coordinates NCD screening in multiple settings (clinics, outreach). Specimen preparation (Pap test). Provide follow up and other health information to patients/clients after screening.....**20%**
- Assist in the development/dissemination of health education/promotion materials to increase screening. Provides information and assist patients/clients, their families to understand what services, equipment, medications and care options are available. Recruits clients for breast and cervical cancer screening and other NCD related screening/test based on evidence guidelines. Assist women to access appropriate and timely follow up works and/or treatment.....**20%**

- Assist in research and drafting of NCD related educational materials. Assist in providing NCD patient/clients with physical activity and nutrition information. Assist in the development/support for wellness programs (i.e., biggest loser programs) in community settings (workplace, school, villages.).....5%
- Gains/maintains a thorough understanding of all NCD related services, programs, policies and procedures. Maintains and models good self-management skills.....5%

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Associate Degree in health science or related field with at least four (4) years of work related experience.