

**COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA**  
**Health Programs**  
**Job Description**

**Job Title:** Migrant Health Manager

**Reports To:** Chief Operating Officer

**Areas of Responsibility:** Manage the Migrant Health Program for Migrant and seasonal farm workers and provide care management for migrant and seasonal farm workers.

**Major Duties:**

1. Responsible for planning all aspects of the Migrant Health Program in accordance with the Federal rules and regulations for the Bureau of Primary Health Care and in coordination with other Migrant and seasonal farm worker programs;
2. Supervise, and evaluate staff for the Migrant Health program;
3. Coordinate health and educational services for migrant and seasonal farmworker
4. Act as liaison with health care providers, institutions, pharmacies, and community organizations;
5. Provide referrals for migrant and seasonal clients for appropriate and optimal health care;
6. Oversee the voucher system; pre-authorize appropriate client services meeting state, federal, and CAPWN program guidelines and manage and maintain a voucher tracking system;
7. Assure that clients receive culturally competent health and educational services;
8. Assist in the preparation of the Community Health Center Grant application to the Bureau of Primary Health Care by submitting narrative and statistical reports necessary for the Migrant and seasonal health services portion of the application;
9. Prepare and monitor the Migrant Health budget in cooperation with the Chief Operating Officer;
10. Provide the Chief Operating Officer and the Board of Directors with monthly reports as appropriate and as requested;
11. Participate in the Quality Assurance/Quality Improvement Committee
12. Other duties as assigned.

**Working Conditions:**

- Office 60%, 40% training, meetings, and community interaction.
- Work is frequently stressful and requires meeting tight deadlines.
- In and out of town travel.
- Work receives limited supervision and requires the ability to take initiative and be self-directed.

**Physical Requirements:**

- Ability to bend, stoop, squat, crouch, push and pull file drawers.
- Fine manipulation of hands for repetitive action.
- Must regularly talk, hear and have close vision ability.
- Occasionally lifting and carrying up to 25 pounds.
- Physically and emotionally able to work with other staff and families.

**Supervises and Guides:** Migrant Health Staff

**Minimum Qualifications:**

**Grade: 6**

1. High School diploma or GED.
2. Two (2) years experience in working with migrant and seasonal farm workers.
3. Two (2) years of management experience
4. Bilingual in English and Spanish.
5. Use of computer with at least one year of experience with Microsoft programs.
6. Age 21 or above.
7. Valid driver's license with good driving record and insured vehicle available.
8. Strong interpersonal and initiative skills
9. Physically and mentally able to perform duties.

**Grade: 7**

1. Must meet the minimum qualifications above;
2. AA degree in Social Work or related field to the program goals or four years management experience.

**Grade: 8**

1. Must meet the minimum qualifications above;
2. Additional specialized training or certifications.