

CUCCC 2025 Board Position Descriptions

CUCCC Executive Board:

Executive Director: The Executive Director will be responsible for overseeing all clinic and project operations. This position is primarily an administrative role, involving the implementation of new policies and procedures, completing annual outcome surveys, chairing all executive board, operations board, and advisory board meetings. Executive director will also serve as the point of contact for all associations and CUSOM administration. The Executive Director also serves as the clinic liaison to SGA and attends meetings as needed.

Time Commitment: 8-10 hours a week

Contact: Kartikay Rathore

Mobile Clinic Executive Director: The Mobile Clinic Executive Director will be responsible for overseeing all Mobile Clinic's operations and projects. The position is primarily an administrative role, involved in organizing and facilitating effective twice-weekly Mobile Clinic execution in both Harnett and Duplin counties, and implementation of new policies and procedures. They will be the point of contact between North Carolina Farmworkers Project, NC Fields, any other partner organizations (where applicable), and the CUSOM administration. They serve on the Executive Board and oversee the leadership of the mobile clinic.

Time Commitment: 8-10 hours a week

Contact: Katie Satterthwaite

Clinic Managers (3 positions): These positions will provide leadership and oversight for weekly clinic operations and help in the establishment of the clinic's expansion projects. The Clinic Managers will coordinate the training of student leaders, serve as clinic leaders, and serve on the Executive Board. Each week, they are responsible for running the team huddle, checking patients in, sending referrals, forwarding radiology results, and ensuring that the clinic is running smoothly. They will respond to all calls in the Existing Patient voicemail, screen the clinic's fax inbox, and do reminder calls each week.

Time Commitment: 8-10 hours a week

Contact: Cameron Javdan, Sebastian Rosado Tran, Susan George

Mobile Clinic Managers (3 positions): Manages the coordination, leadership, and oversight of the Mobile Clinic operations. They will be responsible for organizing Mobile Clinic and ensuring quality care is being provided to the Hispanic migrant farm workers. A vital function of this leadership position is to maintain good communication with the farm worker advocate at NC Farm Worker's Project in order to have a strong collaboration and to provide best possible care to the patients. Additionally, the Mobile Clinic Manager serves as part of the CUCCC Student Executive Board. Spanish fluency preferred, but not required.

Time Commitment: 10 hours/week

Contact: Tori Kowalkowski, Abby Heims, Oliver Wilkey

Treasurer: The Treasurer will oversee the budget, financial planning, procurement of all clinic funds, and organization of financial records. The Treasurer will work closely with the CUCCC Grants/Fundraising Coordinator, CUSOM faculty and staff, and CU Main Campus staff to organize and manage clinic funds.

Time Commitment 1-2 hours a week

Contact: Megan Ragusa

Secretary: The Secretary will maintain clinic communications and work with the rest of the E-board in regular board meetings. They will keep meeting notes and assist with organization

Time Commitment: 1 hour a week

Contact: Bailey Wells

CUCCC Operations Board:

Floor Supervisor (3 positions): The Floor Supervisors oversee standing clinic workflow throughout operating hours. Floor Supervisors typically work on a rotating schedule consisting of two weeks on site, and one week off site to manage phone calls. During clinic, they are responsible for creating student teams and guiding them, ensuring that patient care runs smoothly. They track service tallies, schedule patients for follow-up appointments, manage the

prescription pad, work closely with attendings, clean patient rooms after use, and approve documentation that teams write (care plans and SOAP notes). During the week off, they answer new patient voicemails and schedule new patient appointments.

Time Commitment: 6 hours a week on site. 1 hour per week off-site

Contact: Jack Larson, Alexa Deckert, Jackson Wheatley

Mobile Clinic Floor Supervisor (3 positions): The mobile clinic floor supervisors will oversee clinic workflow throughout operating hours. They will be responsible for checking patients in and taking vitals if necessary, keeping track of care plans for each patient, proofreading SOAP notes from each team, and communicating pertinent information to migrant farm worker advocates/outreach workers. Floor Supervisors and Clinic Managers work together to ensure clinic runs smoothly and efficiently. Floor supervisors also make sure the bloodwork, imaging, and medication orders are documented correctly so that the patients can get them compensated by the clinic. Spanish fluency preferred, but not required.

Time Commitment: 6-8 hours a week

Contact: Ainsley Forest, Michael Giuglano, Kirk Mattern

Lab Manager: (4 positions) The Community Care Lab Manager will oversee the operation and staffing of the community care clinic laboratories to include the responsibilities of collection and processing of laboratory samples as well as training lab technicians in proper sample collection and handling. The manager is responsible for the transfer of orders to the Clinic's off-site laboratory service, LabCorp. The transmission of orders to LabCorp will be conducted through the Care Clinic's online portal. The manager is also responsible for performing all point-of-care testing requested by patient care teams. It is the duty of the manager to work closely with Continuity of Care to assist them in delivering prompt patient notifications of lab results. The manager must also coordinate with the mobile clinic manager in regard to lab orders. Additionally, the manager should inventory all lab supplies and ensure sufficient supplies are available in advance of clinic operations. The manager is responsible for appointing Lab Technicians, and organizing a time to train them, as well as scheduling their shifts. It is highly encouraged that applicants for this position should have prior experience in venipuncture/blood draws and a foundation/basic knowledge of lab protocols, procedures, and testing.

Time Commitment: 5-6 hours a week (7-8 hours for Duplin clinic)

Contact: Caleb Perez, Roxton Edwards, Nate Christensen, Fulton Landis

Behavioral Health and Wellness Manager (2 positions) & Behavioral Health and Wellness Coordinator (4 positions): This position is responsible for seeing patients with behavioral health needs such as depression, anxiety, PTSD, and wellness needs like smoking cessation, exercise, and management of chronic diseases. Students will work with CareNet which provides therapists to our patients, as well as setting patients up with appointments. The behavioral health and wellness team serves as a bridge between physical health and mental health. Therefore, students must be able to talk about challenging subjects and want to broaden access to behavioral health services. Those in the position must be open to the expansion of services at Mobile Clinic, working with therapists, and Doctor of Behavioral Health students. Positions will be filled on the basis of excellence in related experience and emotional intelligence. Additionally, health and wellness will be working with behavioral health to better serve the community's psychological needs. Managers will also coordinate training, create schedules, and communicate with attendings. Coordinators call to confirm patient appointments weekly.

Time Commitment: 4-6 hours per week

Contact: Abby Cooley & Sammy Wegner / Justin Dalugdug & Vatsala Sachdeva

Nutrition Manager (1 position) : This position is responsible for incorporating nutrition-based initiatives into clinic functioning. This involves volunteering at clinic each week alongside one of the Nutrition Coordinators to provide nutrition counseling to patients based on their health conditions. This also involves coordinating with the Harnett County Cooperative Extension's Family & Consumer Science Agent, who teaches a weekly cooking class at standing clinic. An online training is required before starting. This position is ideal for someone who is organized, driven, and has an enthusiasm for nutrition. There are many opportunities for this position to be expanded upon.

Time Commitment: 5-8 hours per week

Contact: Holly Roy

Nutrition Coordinator (2 positions): This position is responsible for working with the Nutrition Manager in creating nutrition-based health initiatives. They will work in the clinic alongside the Nutrition Manager every other week, which will involve meeting with patients and discussing feasible changes that can be made to their diet based on their health conditions. An online training is required before starting. No GPA requirement.

Time Commitment: 5 hours biweekly

Contact: Theodore Hutt, Abbey Walker

Continuity of Care Manager (2 positions): These positions will ensure that continuity of care is being achieved for all patients, specifically those requiring further treatment whether medical, dental, or psychological. This includes follow up well-check calls after each clinic night, scheduling patients, coordinating referrals, and directing patients to other treatment centers. The Continuity of Care positions will liaise weekly with an attending physician to sign off on all labs or images for the past week. This position is ideal for someone wanting to practice presenting to an attending.

Time Commitment: 3-4 hours a week

Contact: Kathy Hoang, Halvert Estrada

Mobile Clinic Continuity of Care (4 positions): This position is responsible for ensuring proper and effective follow up treatment of all Mobile Clinic patients. Responsibilities include following lab results and radiology results of the patients and reporting to the physician in charge of Mobile Clinic and communicating the course of action with the contact person of NC Farm Worker's Project. This position is ideal for someone with a passion for advocating for and ensuring proper care of patients and managing patients charts and interpreting results in collaboration with an attending physician.

Time Commitment: 4-5 hours a week

Contact: Mira Amin, Rhea Gopali, Lacey Picinich, Ally Manifold

Quality Assurance Manager (1 position) This position at the clinic will be responsible for inspecting the SOAP notes each week for completion, ensuring a care plan was written appropriately, and confirming the diagnoses and medication orders are entered into the EHR correctly. This entails amending the notes and contacting the individuals who saw the patient if necessary. The main goal of this role is to ensure all clinic activities are properly documented.

Time Commitment: 2-3 hours a week (early mornings or late nights)

Contact: Daniel Annunziato, Sean Vaughn

MedAssist Patient Enrollment Coordinator: This position is a logistical position that works to enroll eligible patients into the NC MedAssist program. This program is a partnership that allows us to have medications delivered to patients below 300% of the Federal Poverty Level for a reduced cost to us. They will work on identifying eligible patients and getting the logistical work done to enroll the patient in the program and ensure a pipeline is properly working to deliver the meds needed to the patients.

Time Commitment: 2 hours a week

Contact: Jonathan Saju

Scheduling Coordinator: The Scheduling Coordinator will collect availability and ensure all positions are filled for a given clinic night at both mobile and standing clinics. This includes student volunteer positions from graduate and undergraduate programs, as well as attending physicians for each operating night. The coordinator works with student leaders from other programs to create an optimal interprofessional schedule. Responsible for alerting volunteers of any shift cancellations and managing COVID exposure notifications when necessary. Sends out clinic instructions weekly and fields all requests for switching shifts from student volunteers at the clinic. Often the first point of contact for any volunteer who has a question about the clinic.

Time Commitment: 4 hours a week, entirely remote

Contact: Samira Annadata

Women's Health Coordinator (2 positions): There will be 2 roles to fill in serving the CUCCC Women's Clinic. Both positions will attend each clinic, and work together outside of the clinic to ensure success.

Case Manager:

This role will consist of managing patient referrals, follow-up appointments, and abnormal lab work. When patients are referred for a mammogram or abnormal pap, etc, the coordinator should maintain communication to ensure that

this patient is receiving that follow up care, while also ensuring results. If a patient needs to be seen in a future Women's Clinic, the coordinator should ensure that patients have adequate follow-up care and continuity of care with Standing Clinic. If a patient has abnormal lab results, the coordinator should work to schedule an appointment or work on referral with providers. This role is about managing next steps for our patients and ensuring that patients are getting the care they need.

Clinic Coordinator:

This coordinator role will work to schedule patient appointments for each Women's Clinic held, while working with the Case Manager Coordinator to schedule follow-up visits. The coordinator should also work with the CUCCC Scheduling Coordinator to schedule volunteers to be present at the clinic. Volunteers should receive an informative email on what to expect at the clinic, prior to volunteering. The coordinator will work with the Standing Clinic Managers to inform clinic volunteers about Women's Clinic and make sure the rooms are available. This role is meant to ensure everything is prepared for the next Women's Clinic to ensure a smoothly run event. The coordinator can assist the Case Manager coordinator as needed when working with patient scheduling.

Time Commitment: 2-4 a week

Contact: Ashley Johnson and Rachel Morgan-Armbruster

Childbirth and Breastfeeding Educator (2 positions): This role includes teaching basic childbirth and breastfeeding classes to the underserved community in Harnett County. Lesson templates and resources are provided with recommended training. There is flexibility to adapt the curriculum as needed for individual mothers and support persons. Marketing the classes through local organizations and provider offices is an essential part of the role. There is flexibility with teaching at the CUCCC or through a zoom platform. We have also discussed the possibility of making some educational material related to women's health for women's clinics in the future. We like to highlight the educator portion of the role!

Time Commitment: 2-3 hours a week

Contact: Emma Bender and Erica Harris

Research Manager: The Research Manager is responsible for developing research designs, data collection methods and strategies for data management. The Research position will coordinate all clinic research efforts, ensure data is being properly collected, and oversee the research team.

Time Commitment: 1 hour a week

Contact: Shannon Greenwood

Grant Manager: This position is responsible for coordinating grants and corporate sponsorships to the clinic. This position will mainly create monthly reports to track patient data for grants. In addition, prepare and submit requests for funding to local governments, churches, and civic organizations. They will research, prepare, and submit appropriate grants by using the Athena EMR and working with the University Advancement and Grant Office.

Time Commitment: 2 hours a week

Contact: Hunter Sjobom

Volunteer Training Coordinator: The training coordinator is in charge of making sure new volunteers are properly trained and prepared for volunteering at the clinic. This includes ensuring clinic volunteers are adequately trained in the following areas: clinic workflow / safety, HIPAA, CPR, and the Electronic Health Record. This role includes hosting training sessions for 1st and 2nd year students every 1 to 2 blocks as well as individual/small group training sessions depending on clinic/personal needs.

Time Commitment: 5-10 hours a month

Contact: Mason Dermott

HIPAA and Risk Management: Ensure that all operations within the clinic are operating in a way that is compliant with the rules set by both the CUCCC board, University policies and procedures, HIPAA, and all applicable laws and regulations pertaining to the operation of a private, non-profit healthcare organization. Identify and report any incidents that occur pertaining to clinic volunteers or other personnel.

Time Commitment: 1 hour a week

Contact: Jarret Novak

IT Manager: The IT Manager is responsible for setting up accounts for the clinic EHR (Athena) as well as answering questions concerning the EHR. The Athena account passwords for the standing clinic and mobile clinic are changed weekly and will need to be communicated with their respective clinic positions. The IT Manager is also in charge of the Egnyte drive and the sharing of information in this drive. Additionally, IT Managers are called on to troubleshoot issues related to printing, laptops, or any other technology questions that arise from the clinic. The IT manager may not always have the answers to all IT questions, but they are expected to research solutions or talk with Campbell's IT departments to resolve issues.

Time Commitment: 2 hours a week

Contact: Andrew Bond

Fundraising Coordinator (2 Positions): The Fundraising Coordinator will coordinate special fundraising events, identify potential sources for in-kind donations of goods and services, and oversee the acknowledgement of all gifts, donations, and funds received. They will specifically plan and oversee the annual CUCCC fundraiser, which was previously a gala, but this year (2025) was in the form of a carnival.

Time Commitment: 2 hours a month (8-10 hours a week for the few months leading up to the carnival)

Contact: Amanda Myers

Marketing Coordinator: The Marketing Coordinator is responsible for the development and implementation of all marketing and advertising materials as well as overseeing the execution of marketing and public relations campaigns. The Marketing Coordinator is responsible for events, social media, the management of marketing materials, and the design and maintenance of the clinic website/ monthly progress report. The Marketing Coordinator will collaborate closely with CUSOM administration to ensure brand consistency and message. The Marketing Coordinator will work on patient outreach, facilitate relationships with the community, and look for opportunities for the clinic to get involved in the community.

Time Commitment: 2 hours a month (8-10 hours a week during Mr. CUSOM)

Contact : Johnathan Gernatt

Non-Voting CUCCC Members:

Lab Technician (4+ positions): Lab technicians work on a rotating basis, independently performing phlebotomy, specimen processing, and point of care testing. Training is provided although previous experience is appreciated.

Time Commitment: 5 hours a week

Contact: Lab managers

Medical Logistics Manager: This position works to streamline supply chain operations, maintain inventory accuracy, and ensure the availability of essential medical supplies and equipment. They will work with lab managers to ensure the mobile clinic is consistently stocked with necessary medical supplies, equipment, and pharmaceuticals to facilitate uninterrupted healthcare services. They will also sterilize instruments, such as suture kits and medical tools, at the standing clinic to ensure compliance with infection control standards and facilitate safe medical procedures at the mobile clinic. They will also assist in the set-up and tear-down of the mobile clinic site on attended days and promptly address any logistics issues or challenges that arise.

Time Commitment: 1-6 hours per week

Contact: Mathew Baker

Lead Interpreter: This position will coordinate language access needs at both the standing (Tuesdays) and mobile (Monday & Wednesday) clinics. They will organize for interpreters to volunteer for patient visits as well as assess the abilities of new interpreters. Additionally, unless this need is fulfilled by a Continuity of Care Manager with Spanish competency, this position will require calling Spanish-speaking patients on a weekly basis for reasons such as discussing lab results, scheduling follow-up appointments, and confirming upcoming appointments.

Time Commitment 3-5 hours weekly

Spanish fluency: necessary

Contact: Ana Bravo

Interpreters (multiple positions): Interpreters work directly with our patient population, clinic staff, and attendings to deliver the best possible care to our non-English speaking patients. There will be two interpreters staffed for each

clinic every week, encompassing three clinic nights per week (Mon-Wed). Interpreters are expected to volunteer for one clinic night every other week but are strongly encouraged to interpret as often as possible.

Time Commitment: 5 hours biweekly

Spanish fluency: necessary

Contact: Ana Bravo

Chair Positions :

Care Gala: The Care Gala is a yearly fundraising event to benefit the CUCCC and all the students and physicians who volunteer their time to serve the community. You will be executing everything from invitations to catering to decorations.

Contact: Vacant

Mr. CUSOM: Mr. CUSOM is a yearly fundraising event that benefits the CUCCC through the production of an all-male beauty pageant, complete with a talent and evening wear section. Any words spoken on this topic would not do it justice. Stay tuned for the PowerPoint presentation about all that is Mr. CUSOM!

Contact: Abby Heims