



Clinical Support Coordinator

The Organization: Founded in 1993, CommunityHealth is the largest free clinic in the country. Our main site operating out of Chicago's West Town neighborhood, and Microsites located in the Little Village and Belmont Cragin neighborhood, CommunityHealth is a medical home for nearly 10,000 low-income, uninsured adults. Services include: primary care, 20+ on-site specialty/diagnostic services, medications (through an on-site licensed pharmacy), mental health/social services, health education, and more. CommunityHealth's mission is made possible through support from our donors/funders, community partners, staff and more than 1,000 volunteers.

Our Mission: Serving those without essential health care.

Our Vision: Building healthier communities.

The Opportunity: CommunityHealth seeks to hire a **Full-time Clinical Support Coordinator** who will be responsible for the duties and responsibilities outlined below. The salary range for this position is \$41,000 - \$44,000.

Duties and Responsibilities

- Coordinates all aspects of designated clinics, including, but not limited to, being a resource for providers and clinic volunteers, overseeing the organization of clinic flow, providing timely follow up on patient needs/concerns and ensuring all needed supplies and equipment are readily available and accessible.
- Responsible for oversight of telehealth appointments during designated sessions
- Oversees lab functions during assigned shifts
- Performs EKGs other onsite diagnostic tests/procedures as assigned
- Acts as an electronic medical records (EMR) superuser
- Collaborates with medical home team members and departments to coordinate patient care across multiple settings
- Provides supervision to health center staff during designated clinic sessions: including being the site supervisor during evening and weekend clinic sessions: which may include addressing facility and building concerns and providing feedback to appropriate management regarding issues as appropriate
- Provides oversight of volunteers & training programs during designated clinic session and during assigned lab shifts ensuring they are adhering to clinic policies and protocols and follows-up with the Manager of Volunteer and training programs as needed
- Provides support to health center staff including traveling to our Microsites locations
- Responsible for uploading and entering clinical and lab documents during designated sessions

Qualifications

- Medical Assistant experience, Phlebotomy experience or other relevant health care experience
- CPR certified
- Bilingual English/Spanish is required
- Basic Microsoft Office skills: Word, Outlook, Excel
- Possess a high level of customer service and interpersonal skills
- Ability to work in a fast paced environment and manage multiple tasks
- Dependable, and willing to learn new skills
- Ability to organize and prioritize responsibilities
- Able to work individually, as well as within a team
- Able to work evening and weekend hours
- Travel to other locations required
- Commitment to the CommunityHealth mission, model of service delivery and core values

CommunityHealth offers a wide range of benefits to its employees. Visit <https://communityhealth.org/wp-content/uploads/Total-Rewards-Package.pdf> to learn more about our Total Rewards Package.

CommunityHealth is an equal opportunity employer and is committed to building a culturally diverse staff. Bilingual (especially Spanish or Polish speakers) and minority candidates are strongly encouraged to apply.

Interested candidates are invited to submit resumes (NO PHONE CALLS) to:

Gloria Alvarez

Clinic Manager

galvarez@communityhealth.org

www.communityhealth.org