



CARE COORDINATOR

Job Requisition #21-0016
Location: **Riverside Health Center**
Application Deadline: **Until Filled**

Hours per Week: **40**
Status: **Full Time**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. Since 1971, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. Our positive, mission-minded staff make CHCB a great place to work!

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

Essential Duties

Under the supervision of the Nurse Manager, the Care Coordinator is responsible for Pre/Post - Visit planning, patient outreach/panel management, and coordinating and facilitating transitions of care. This position may have evening or weekend shifts.

Basic Qualifications

- Minimum High School Diploma with additional relevant vocational training.
- License Practical Nurse (LPN) with unrestricted license preferred.
- Prior experience preferred (Medical Assistant, Licensed Nursing Assistant or LPN)
- Current Basic Life Support certification.

Knowledge, Skills and Ability

- Basic clinical skills such as taking vital signs preferred. Additional training and support will be provided according to CHCB policies and procedures.
- Proficiency in using Office Suite (Word, Excel and Outlook)
- Basic understanding of Electronic Medical Records and Electronic Practice Management programs.
- Basic understanding of medical terminology.
- Demonstrate kindness, compassion and empathy for all individuals.
- Ability to operate standard office/IT equipment such as a fax, scanner and printer.
- Strong skills in effective:
 - --communication (oral and written)
 - --teamwork
 - --organization
 - --prioritization of tasks
 - --problem solving

To apply for this position, please send a resume and cover letter to: HR@CHCB.org

The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available