



PATIENT SUPPORT REPRESENTATIVE

Job Requisition #21-0131
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. For over 45 years, 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.

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.

Essential Duties

The Community Health Centers of Burlington is recruiting for a full-time Patient Support Representative! Patient Support Representative staff screen patients for health-related benefits, financial assistance and other programs for which they may be eligible and assists patients through the application process.

Basic Qualifications

- Associate Degree in related field plus one year of related experience OR High School Diploma or GED plus four years of related experience.

Knowledge, Skills and Ability

- Outstanding communication skills with people of all income ranges, diversity and life circumstances.
- Ability to work in a public setting.
- Ability to work confidentially and respectfully with private information.
- Commitment to working collaboratively with the Vermont Health Benefit Exchange and the ability to achieve state certification as an assister.
- Excellent written and verbal communication skills and attention to detail.
- Strong organizational, time management and problem solving skills.
- Good computer skills including data entry, data management and reporting.
- Fluency in a language other than English is an asset, but not required.

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