CommunityHealth

Care Coordinator (bilingual Polish)

Do you believe everyone should have good health care?
Do you enjoy helping people find the resources they need?
Do you enjoy meeting new people and working with diverse populations?
Are you outgoing and enthusiastic?

The Care Coordinator role at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

The Opportunity

CommunityHealth seeks to hire a full-time, bilingual (Polish) Care Coordinator. Under the supervision of the Health Education Manager, the Care Coordinator will assist and support patients and community members with accessing and utilizing resources, information, and education on various health topics.

Responsibilities

- Participate in community outreach and education at local schools and community organizations to increase awareness of CommunityHealth programs and services and to promote healthy lifestyles.
- Lead educational workshops as needed in Polish and English.
- Provide patients information and support in connecting to resources.
- Assist with scheduling, planning, and implementing health education events and classes.
- Attend training and learning related to job position and duties.
- Coordinate and schedule specialty appointments for patients.
- Conduct smoking cessation programs.
- Conduct simple onsite diagnostic testing including diabetic retinal imaging and spirometry.

Qualifications

- Fluency in English and Polish (both oral and written) is required.
- 1 year of work in a community or health care setting preferred.
- A close understanding of the community being served.
- Ability to travel to community events.
- Lived experience navigating barriers to accessing health care services.
- Flexible disposition and growth mindset.
• Must be willing and able to commit to a flexible schedule; position requires variable evening and Saturday hours.
• Ability to walk or stand for extended periods of time.
• Excellent communication skills.
• Enthusiastic self-starter who can work well both independently and in teams.
• Commitment to CommunityHealth mission, model of service delivery, and core values.
• LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

**Compensation**

• The starting salary range for this position is $18–21 per hour.
• CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

| To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: Daniela Acacio – dacacio@communityhealth.org |

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

**NOTE:** All employees are required to be fully vaccinated against COVID-19 and boosted when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).

**About CommunityHealth**

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago. [Visit our website to learn more](#)