



Clinical Support Coordinator

Do you believe everyone should have good health care?

Do you enjoy working with people?

Do you have experience working in a lab or other medical setting?

Are you organized and detail-oriented?

The Clinical Support 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 (Spanish) Clinical Support Coordinator (CSC). Under the supervision of the Clinic Manager, CSC will be an onsite leader, providing clarity and consistency for both volunteer medical providers and patients who are conducting in-person or remote telehealth visits.

Responsibilities

During designated clinic sessions, the CSC will:

- Coordinate all aspects of the sessions, 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
 - Ensuring all needed supplies and equipment are readily available and accessible
- Facilitate and assist telehealth appointments conducted by remote medical providers as needed
- Oversee essential laboratory functions and perform onsite diagnostic tests/procedures (including EKGs), as assigned
- Act as an electronic medical records (EMR) superuser
- Collaborate with medical home team members to coordinate patient care across multiple settings
- Act as site supervisor (addressing facility/building concerns that arise, providing feedback to management regarding any issues) during evening and weekend clinic sessions,
- Oversee volunteers, ensuring adherence to clinic policies and protocols

Qualifications

- Bilingual English/Spanish is required
- Some regular evening/weekend hours are required
- Able to travel to other locations around the city of Chicago
- Medical assistant experience, phlebotomy experience, or other relevant health care experience
- High level of customer service and interpersonal skills
- Dependability
- Interest in learning
- Organization skills and ability to prioritize
- Able to work both independently and with a team
- Basic Microsoft Office skills: Word, Outlook, Excel
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please 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 \$41,000 - \$44,000 per year.
- 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 resume (NO PHONE CALLS) to: galvarez@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!](#)