



Part Time Care Management Associate **Bilingual English / Polish**

Do you believe everyone should have good health care?

Do you enjoy helping people find the resources they need?

Are you attentive to detail and goal oriented?

Our Mission: Serving people without essential health care. **Our Vision:** Quality healthcare for all.

The Opportunity: CommunityHealth seeks to hire a part-time **English / Polish speaking Care Management Associate**. Under the supervision of the Care Coordination Manager, the Care Management Associate will be responsible for patient scheduling and follow-up calls regarding referrals and diagnostic results, and chart review for quality management of care gaps.

Responsibilities

- Contact patients to advise of lab test results and necessary follow-up action, as directed by clinician
- Review patient charts to identify care gaps
- Submit referrals to partner hospitals for consultation/diagnostic testing
- Follow up with patients to ensure attendance of specialty and diagnostic appointments
- Schedule and prepare patients for onsite procedures and specialty diagnostic testing
- Conduct diagnostic tests, including retinal camera exams and spirometry
- Clean and maintain equipment and supplies used for onsite specialty diagnostic testing
- Triage patient phone calls by assessing needs and directing to appropriate staff

Qualifications

- Bilingual (English/Polish) required
- One year of experience in a health care setting preferred
- Part-time position with flexible hours (approx. 20 hours per week)
- Excellent communication and follow-through skills
- Excellent computer skills (familiarity with Microsoft Word, Excel, and electronic health records system)
- Must be a self-starter and able to work autonomously
- Be dependable, reliable, and able to work evenings and Saturday
- Must be flexible and have the ability to manage multiple priority projects
- **LIFE EXPERIENCE:** We know that many of your 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 and Benefits

- The salary range for this position is \$20.00 - \$23.62 per hour depending on experience.

- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as 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 and cover letter to Miriam Barger, Care Coordination Manager (NO PHONE CALLS) to: mbarger@communityhealth.org

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual candidates are strongly encouraged to apply for all positions at CommunityHealth. Our work environment is safe and open to all employees, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, etc.

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!