



Training Programs Coordinator

Do you believe health care is a human right?

Do you enjoy creating systems and structures to empower others to do great work?

Are you detail oriented, well organized, and passionate about supporting volunteers and developing the next generation of health care professionals?

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

The Opportunity

Reporting to the Volunteer Services Manager, the Training Programs Coordinator is responsible for coordinating clinical / health care training programs and supporting volunteer providers across all CommunityHealth locations. The Training Programs Coordinator keeps onboarding, scheduling, credentialing, and EMR access running smoothly while working with staff, volunteers, and partners to expand patient access by supporting and growing our volunteer provider team.

Responsibilities

- Coordinates medical residency and other health care training programs, including, but not limited to conducting orientations, onboarding, trainings, coordinating scheduling and program self-assessments, and communicating with program directors as needed.
- Works with health center staff and volunteers on program implementation and management to further enhance patient care and access, including quality improvement projects and quality measure reporting.
- Serves as a liaison to address program participant, volunteer, patient, and staff concerns.
- Develops training materials for providers and training program participants, including maintenance of online volunteer resource library, electronic medical record (EMR) training, and ongoing professional development programming.
- Maintains provider schedules, service records, and directories in the EMR and volunteer database.
- Coordinates volunteer provider credentialing and manages EMR accounts, including access, user support, and timely deactivation.
- Maintains process guides and contributes to continuous improvement of provider and training program operations.

Qualifications

- Commitment to the CommunityHealth mission, model of service delivery, and core values
- At least 1-2 years relevant work experience
- Excellent verbal and written communication skills
- Strong interpersonal and customer service skills, and ability to work with diverse groups
- Strong organizational and time management skills, with outstanding attention to detail
- Proficiency with Microsoft Office Suite (including Word, Excel, PowerPoint, and Outlook)
- Familiarity with database software a plus
- Experience coordinating volunteers, training adult learners, and/or working with educational or health care programs preferred
- **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.

This is a hybrid role based in Chicago, IL.

Applicants must be able to commute to our location at least 2 days/week.

Core Competencies

- Adaptability and process improvement
- Prioritization and time management
- Independent judgment and team collaboration
- Clear, professional communication
- Detail and systems management

Compensation

- The starting salary range for this position is \$46,800-\$49,350 annually.
- 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: E. Bode, Volunteer Services Manager, ebode@communityhealth.org

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) 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 expected to be fully up to date on the latest vaccinations against COVID-19 and influenza or adhere to masking requirements during respiratory illness season.