



Care Coordinator – Bilingual Spanish

*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 full-time **Spanish speaking Care Coordinator**. Under the supervision of the Care Coordination Manager, the Care Coordinator-QMS will work with patients to improve breast cancer screening rates, self-management of diabetes, hypertension and mild/moderate depression through assessment, enhanced self-awareness, education, self-monitoring and eliminating barriers to self-care by screening and addressing social drivers of health.

Duties and Responsibilities

- Complete Health Risk Assessments (HRA) with patients living in target zip codes.
- Assist with community resources and schedule appointments.
- Enroll eligible patients in disease management program(s) and provide disease-specific and preventive care for patient education according to program requirements.
- Coordinate, schedule and follow up all necessary medical appointments for patients related to breast cancer screenings.
- Ensure timely and accurate updates of patient activities related to mammograms in both the Electronic Health Record (EHR) and Equal Hope systems, providing a detailed monthly report.
- Monitor patients (in person or by telephone) at required frequencies and track clinical outcomes related to mammograms, depression, hypertension, and diabetes. Use a worklist to identify and re-engage patients who are not participating as expected in the disease management program.
- Attend monthly meetings with CH staff for care coordination and case reviews.
- Support the treatment plan prescribed by primary care providers (PCPs), focusing on treatment adherence, side effects, other complications, and effectiveness of treatment.
- Facilitate treatment plan changes for patients who are not improving as expected in consultation with the PCP. These may include changes in medications, treatments, or appropriate referrals for clinically indicated services outside the primary care clinic (e.g., social services such as housing assistance, vocational rehabilitation, subspecialty, mental health specialty care, substance abuse treatment, etc.).
- Proactively outreach to patients to encourage them to become actively engaged in their own health.
- Attending ongoing training and learning related to job position and duties.

Qualifications

- Bilingual (Spanish/English) required, both oral and written.
- A close understanding of the community being served (Chicago's west side) is a plus.
- One year's work in a community or health care setting is preferred.

- Flexible disposition and growth mindset.
- 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 character-building experiences do not show up neatly on a resume. Please use a cover letter or email 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 \$20.50 - \$24.47 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](#).

TO APPLY: Interested candidates are invited to submit cover letters and resumes (NO PHONE CALLS) to:
Miriam Barger, Care Coordination Manager | mbarger@communityhealth.org |
www.communityhealth.org

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers). 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 flu when eligible as a condition of employment (or wear a mask during the designated dates of respiratory illness season).

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!