

EMPLOYMENT OPPORTUNITY

Bilingual Referral Coordinator

The Angel Harvey Family Health Center of the Infant Welfare Society of Chicago (IWS), a comprehensive, community-based health center in Chicago's Logan Square neighborhood, is seeking a Full-Time Referral Coordinator (Bilingual English/Spanish).

Responsibilities

The Referral Coordinator will provide support to the entire scope of specialist, diagnostic and other medical service referrals. The Referral Coordinator will assist patients in making specialty, diagnostic and other medical service appointments daily. The Referral Coordinator performs these activities daily in collaboration with primary care providers and other clinical staff so that patients can receive referrals for care in a timely fashion. This position is responsible for all documentation related to referrals so that tracking can ensure high standards for quality and risk management. The Referral Coordinator also provides administrative support and reports directly to the Director of Operations.

Knowledge, Skills, and Abilities

The Referral Coordinator must be a high school graduate. The successful candidate will have a working knowledge of Electronic Medical Records (EMR) and knowledge of MS Office or Office Suite. The candidate must have exceptional telephone skills and excellent skills in communicating with many types of people clearly, efficiently, and politely. Experience in a health care setting is a plus.

Required Qualifications

- High school diploma **required**
- 0- 3 years healthcare experience **preferred**
- Bilingual skills (English/Spanish) **required**

Organizational Overview

IWS envisions a community with healthy bodies and healthy minds, and for more than 100 years and counting, we have fulfilled its mission to empower children and families to lead healthy and productive lives. IWS serves vulnerable communities, providing access to a continuum of integrated and coordinated health care, including pediatric health, adult health, prenatal care, oral health, child development, behavioral health, optometry, care coordination, and nutrition and exercise programs.

If interested, please submit resume to Candice Collier at collierc@infantwelfare.org.

