

## EMPLOYMENT OPPORTUNITY

### Bilingual Care Coordinator (need part time and full time)

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 Care Coordinator is responsible for navigating and assuming primary responsibility for the medical and behavioral health needs of clients referred to IWS. Providing care management to patients/families and assists in prevention efforts to help them achieve and maintain their optimal level of health. Using a team-based approach; the care coordinator will assist in chronic disease management. Care Coordinators must be proactive, well-organized, and present a friendly demeanor and function well in a fast-paced clinic environment.

#### Knowledge, Skills, and Abilities

The Care 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](mailto:collierc@infantwelfare.org).

