

## EMPLOYMENT OPPORTUNITY

### Bilingual Patient Support Specialist

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 Patient Support Specialist (PSS) will provide superior customer service in receiving and directing patients arriving for scheduled medical appointments. The PSS will act as a liaison between patients, providers and staff members by providing prompt and professional service. The PSS registers patients utilizing the appropriate computerized system verifies and updates patient demographics and insurance/Medicaid eligibility collects any payments due at time of visit and performs other duties related to patient processing.

#### Knowledge, Skills, and Abilities

The successful PSS candidate must have be a high school graduate and two years related experience or work in a clinic or hospital setting. The candidate must be computer proficient and familiar with Microsoft applications and medical practice management systems. Experience with Centricity 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).

