

The Every Woman Counts program has a full-time Clinical Coordinator position open in the Desert Sierra region (San Bernardino, Riverside and Inyo Counties). This position requires an independent, articulate, assertive self-starter who is passionate about women's health. Under the supervision and general direction of the Project Director, and in collaboration with Regional Contractor staff, the Clinical Coordinator will work to facilitate continuity of care through provider participation, training, and quality improvement activities, and patient navigation. The Coordinator will serve the 3-county region which will require the ability to travel with some overnight stays as needed. Knowledge of cancer diagnostic and treatment procedures, medical billing experience, excellent writing, and public speaking skills; willingness to travel extensively within the Region, communicate well with medical providers and patients; ability to work as part of a team with program staff, providers and members; ability to organize and complete tasks in a timely manner; excellent computer skills needed.

This position requires a California Registered Nurse license in good standing. In addition, a minimum of a Bachelor of Science in Nursing is preferred. Experience with medical billing, rural health care providers, and electronic medical records a plus.

Excellent writing and public speaking skills are required. Ability to communicate in a clear and concise manner with providers, ability to organize and complete tasks in a timely manner is required. Ability to read, analyze, and interpret medical billing forms, state directives, and other materials; to write reports, business correspondence; communicate with clients, providers, and the public in a clear and professional manner; make referrals as needed; gather and record data for reports. Have the ability to effectively present information to groups of various backgrounds and respond to questions.

If interested, please send your resume and cover letter to HR@healthcollaborative.org no later than 5 PM, August 7, 2020.

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