



Job Announcement

Patient Care Coordinator

Achievable Health's mission is to provide high-quality healthcare to our community, with a specialty in treating individuals with intellectual and developmental disabilities and their families.

Salary: \$23- \$26 per hour

Benefits: medical, dental, vision, chiro, life insurance (100% for employee) EAP and 403B Retirement Plan

POSITION SUMMARY

Under the supervision of the Chief Operations Officer, the Patient Care Coordinator provides case management services to various groups of patients served at Achievable's Health Center. This includes patients with intellectual and developmental disabilities (I/DD), patients with chronic conditions, and patients 0-5 with a developmental delay.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Deliver excellent customer service while interacting with patients, their caregivers, and other guests of Achievable Health.
- Assist the provider in assessing the needs of the individual with I/DD and/or the family.
- Communicate the needs of the individual or family to a multidisciplinary team to ensure a thorough coordination of services.
- Assist patient/family with the coordination of care with other healthcare providers or social service agencies.
- Proactively contact patient, family, or other service providers to ensure all service needs have been met.
- Advocate for patient/family within the health care system and community.
- Support the patient/family to ensure the patient/family are active participants in the care plan.
- Relay any instructions the provider has left for the patient.
- Completes all necessary documentation regarding services provided and provides data regarding services for various reports or grants.
- Provides translation services when needed.
- Maintains confidentiality and security of Protected Health Information.
- Other duties as assigned.



QUALIFICATIONS

- Requires a high level of analytical skills work with the complex medical and social needs for patients/families.
- Must have knowledge of basic medical terminology.
- Must have the ability to document information consistently, timely, and accurately.
- Demonstrated experience of working in an outpatient family practice setting and experience working within in a community health center is a plus.
- Ability to work with children as well as adults.
- Must possess strong interpersonal and communication skills to interact with people of various socioeconomic statuses.
- Must have good working knowledge of personal computer applications and have the ability to type at a moderate speed; knowledge of an electronic health record is a plus.
- Ability to maintain patient confidentiality and adhere to HIPAA regulations.
- Ability to address sensitive issues with tact and diplomacy.
- Bilingual English/Spanish, preferred.
- Must possess an understanding of private and public health plans as well as other local, state, or federal coverage programs.
- Must have a basic understanding of ICD-10 and CPT coding.
- Working knowledge of the various programs such as VFC, CHDP, CPSP, FFACT, and PE is strongly preferred.

Learn more about how Achievable meets the special needs of children and adults with developmental disabilities by viewing the link [Achievable video](#) or by visiting our website at www.achievable.org

Interested candidate should send cover letter and resume via email to employment@achievable.org. Please be sure to include the job title in the subject line.

Achievable is an Equal Opportunity Employer