

## Care Coordinator

Desert Senita Community Healthcare is seeking a Care Coordinator to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

### **The ideal candidate will have the following education and experience:**

- High school diploma/GED or equivalent working knowledge. Knowledge as normally obtained through graduation from an Accredited Medical Assisting Program.
- Strong computer skills, including the ability to work with medical software.
- Exceptional interpersonal and communication skills.
- Managing multiple changing priorities in an effective and organized fashion.
- Performing repetitive or routine duties working from detailed instructions and under standard procedures.
- Bilingual (English and Spanish) preferred.

### **Preferred Qualifications:**

- Medical Assistant Certification with 2+ years of experience.
- BLS certification required.
- Experience with office medical procedures and treatments, and knowledge of insurance, managed care operations, NextGen EMR and scheduling preferred.
- Additional related education and/or experience preferred.

### **The ideal candidate will also possess the following knowledge, skills, and abilities:**

- Performs chart reviews to ensure coordinated patient care.
- Utilizes evidence-based guidelines when identifying care gaps for preventative and maintenance care.
- Utilizes standing orders as appropriate.
- Knowledge of chronic disease management preferred.
- Utilizes EHR to obtain medical information when communicating with the patient or medical care team regarding respective preventative care, chronic care, specific medications, high-risk patients, and those not seen recently in the clinic.
- Collaborates with the care team to meet expected performance metrics and clinical quality measures. Identifies areas for improvement based on results of clinical performance where applicable.
- Maintains clinical skills and provides direct patient care on an as needed basis.
- Proficient computer skills including Microsoft Office.
- Utilizes Patient data systems and run reports.
- Acts as a direct liaison for families within the specified disease population.
- Communicates effectively and professionally with staff, patients, community members, and partners to promote Desert Senita Community Health Center (DSCHC) through events, programs, and/or face-to-face contact, in either large groups and/or one-on-one environments.

**DESERT  SENITA**  
**COMMUNITY HEALTH CENTER**  
*Quality, Local, Affordable Health Care for All*

- Connects patients to relevant community resources, with the goal of enhancing patient health and well-being, increasing patient satisfaction, and reducing health care costs.
- Follows CHW Core Competencies, including, but not limited to, project-specific education and CHW training conferences, workshops, and classes.
- Utilizes DSCHC tools and resources essential to Care Coordination.
- Actively participates in and support Quality Improvement efforts, including testing and implementation of changes as appropriate.
- Maintains patient confidentiality at all times.

**For questions, please contact HR at [HR@desertsenita.org](mailto:HR@desertsenita.org).**

**To apply, complete and submit our online application and upload your cover letter and resume at [www.desertsenita.org](http://www.desertsenita.org).**

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.