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## ***Warner Robins Patient Care Coordinator***

The Patient Care Coordinator will apply case management to patient services and administrative elements of clinic operations. The Patient Care Coordinator will work with the leadership team in maintaining excellence and efficiency within patient care and staff coordination. This role must prioritize compassionate patient care and administrative effectiveness. The position is part-time with benefits and will work from the Warner Robins office during the hours of: Mondays: 9am - 5pm, Wednesdays: 9am - 5pm, Thursdays: 11am - 7pm, and Fridays: 9am - 1pm

### **Main Patient Care Coordinator Responsibilities:**

- Oversees clinic front office operations.
- Keeps reception area and waiting room clean and tidy.
- Greets patients and visitors in a timely manner.
- Answers phones as needed adhering to the guidelines in place.
- Ensures that patient charts are in order (notes are signed, documents are scanned in correctly, etc.)
- Administrates patient follow up process.
- Ensures all the applicable paperwork is completed by the patient prior to being seen.
- Works alongside the Director of Operations to administrate the patient schedule based on staff and volunteer schedules.
- Administrates case management efforts.
- Assists with the gathering of data for statistics and the results from patient satisfaction survey results for reporting patient impact.
- Participates in annual trainings as required by CS.

### **Education/Experience:**

- Experience in case management, social work, or related field preferred
- Bachelor's degree required, related Master's degree is a plus

### **Qualifications:**

- Agreement with our Statement of Faith and Commitment of Care and Competence
- Desire to work within a Christian ministry setting
- Passion for this work and a "whatever it takes" attitude to see it advance
- A "team-mindset" to contribute to and benefit from working together in order to fulfill the mission
- Strong interpersonal skills (highly effective in working with people in a caring, gentle and motivational manner)
- Strong servant leadership skills
- Strong administrative skills in addition to proficiency in Microsoft Office programs
- Ability to take initiative, be proactive, and problem solve quickly
- Ability to organize, prioritize, and manage multiple tasks in a collaborative setting

**Please Submit Cover Letter and Resume To:**  
[info@caringsolutionspc.com](mailto:info@caringsolutionspc.com)