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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 PTO benefits and will work from the Warner Robins office.

Main Patient Care Coordinator Responsibilities:

- Oversees front office operations and IT support needs
- Keeps facility clean and tidy
- Administers facility maintenance and compliance
- Executes staff care, recognition, and celebrations
- Assists with Church Collaborative outreach/relationships and community awareness
- 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.)
- Administers patient follow up process
- Ensures all the applicable paperwork is completed by the patient prior to being seen
- Administers case management efforts
- Assists with the gathering of data for statistics and the results from patient satisfaction survey results for reporting patient impact
- Assists in maintaining current community referrals
- 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