



Title: Integrated Assistant/Care Coordinator
Reports to: Nurse Practitioner
Classification: Full-time, non-exempt
Pay: \$12.50 - \$15.00 depending on experience
FLSA Status: This position does not meet the criteria for exemption from the provisions of the Fair Labor Standards Act, thus, you will be eligible to receive overtime compensation, as appropriate. Overtime requires prior approval from your supervisor.

A Kidz Clinic is a non-profit school-based health center whose mission is to provide comprehensive, quality integrated healthcare services to children ages 0-21 in Delta County so they have the tools needed to be healthy and in school learning. We provide healthcare services including medical, dental, and mental/behavioral health. Our organization has a small staff and serves over 700 patients in each year with plans for continued growth. The clinic is located at 360 E 8th Street in Delta Colorado.

Essential Functions

The integrated assistant/care coordinator is part of the team concept in the Clinic's integrated health delivery system, which is devoted to the delivery of primary care, dental hygiene and behavioral health, with emphases on prevention and health maintenance both physically and mentally. The integrated assistant/care coordinator assists the health care professionals by performing activities and duties related to diagnosis, treatment and general health status of patients. The person in this position will also coordinate care for patients which requires communication with SBHC staff, school staff, staff from other health organizations, and state professionals.

The integrated assistant/care coordinator will assist the clinic providers (medical, mental health, and dental health providers) and the clinical staff in performing their duties and carrying on the necessary functions required in accordance with established policies and procedures.

Qualifications

- Education: High school diploma or general education degree (GED) and preferred two (2) years related experience and/or training; or equivalent combination of education and experience.
- Work Experience: Two years front and/or back office healthcare experience preferred.
- Cognitive Skills (Language, Math, Reasoning Ability): Good language, math, reasoning and critical thinking abilities
- Computer Skills: Basic computer knowledge required as well as keyboarding skills
- Other Skills: Ability to work with a diverse group of people, provide great customer service, remains calm under pressure, & handles multiple issues that are time sensitive. Bi-lingual (Spanish preferred).
- Certificates & Licenses: CPR Certification

Physical Demands

Frequent standing and walking, occasional long periods of sitting, moderate bending, moderate energy requirements, and frequent fine motor skills. Looking at computer screen continuously for long periods of time, hearing within normal range. Must be able to lift 25 pounds.

Application Procedure

Send a letter of interest, resume, and references (3 professional, 1 personal) to: A Kidz Clinic, 360 E 8th Street, Delta, CO 81416, or email joey.boese@deltaschools.com. Position open until filled – application packet review will begin April 2.

Delta County School District 50 is a drug-free workplace. All employees must agree to abide by our drug free policy as a condition of employment. Successful candidates must pass pre-employment screening, including a criminal background check.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER