



*The mission of The Health Center is to advance the success of students by addressing their physical, emotional, and social needs.*

## **Care Coordinator/Medical Assistant**

### **Join us!**

The Health Center (THC) is an independent, non-profit school-based health center located in Walla Walla, providing bi-directional integration of care through medical and mental health services, free of cost to students. We are hiring for a Care Coordinator for our new Garrison Middle School clinic who can approach student care with an innovative lens.

**General Job Description:** The Care Coordinator will provide medical and administrative support for students and THC staff. This position is approximately 30-33 hours per week. We follow the Public-School schedule, which includes summers off, snow days, and work days between 8am-3:30pm.

### **General Job Duties:**

- Serve as initial and follow up contact with students/school staff.
- Handle scheduling, calendar management, internal and external meeting requests, conference calls, and other appointments.
- Collect and maintain insurance information, consent forms, and other required documents.
- Work with students and staff regarding additional services, referrals, and external resources available in the community.
- Plan and coordinate meetings and events as necessary.
- Attend meetings and produce meeting minutes as needed.
- Enter/collect data.
- Work with the Executive Director for data collection and reporting
- Maintain professional behavior and relations with school faculty, staff, and referral resources.
- Provide and maintain a safe, judgment free area for all student clients that access THC.

### **Medical Assistant Duties (for certified MA Care Coordinators, not required to qualify):**

- Perform initial assessment on students for health concerns.
- Alert the provider of deviant health findings; and initiate interventions as directed.
- Initiate student referrals to parents, school personnel, community health resources, or other appropriate agencies.
- Proficiency with vaccination management, administration and documentation.
- Assist in control of communicable diseases by screenings, health education of school personnel, students, and parents in preventative or remedial measures.
- Assess student immunization levels, TB status, and plan for intervention and follow-up.
- Plan, implement, delegate, and provide follow-up for various health screenings.

*The Health Center is a non-profit organization funded by donations, grants, insurance payments and public funds. Therefore, you and your child are not responsible for any out-of-pocket expenses for services received from us. Insurance is welcomed with no out-of-pocket expenses as well.*

PO Box 1075, Walla Walla WA 99362 | [info@thehealthcenterww.org](mailto:info@thehealthcenterww.org) | 509-529-5661 | [www.thehealthcenterww.org](http://www.thehealthcenterww.org)



*The mission of The Health Center is to advance the success of students by addressing their physical, emotional, and social needs.*

- To maintain MA certifications in BLS, CPR and first aid at all times.
- Other duties as assigned

### **Experience and Qualifications Required:**

- Commitment to support the mission and work of The Health Center.
- Strong organizational skills and ability to work and collaborate in a team environment.
- Excellent interpersonal relations, oral and written communication skills.
- Ability to provide proper record keeping and billing in compliance with HIPAA.
- Understanding and compassion for children and adolescents with mental health issues.
- Ability to multitask, prioritize and produce high-quality work under pressure.
- Commitment to accuracy in all tasks and attention to detail is extremely important.
- Enthusiastic with a capacity and willingness to learn.
- Culturally sensitive and willing to work with persons from various socioeconomic and ethnic backgrounds.
- Critical thinking and communication skills with the ability to think ahead and take initiative.
- Medical Assistant Certification (only for MA candidates).

### **Why you will want to work at The Health Center:**

- To use your skills, training, creativity, and unique personality strengths to impact and work with children and families.
- Family focused and flexible work environment.
- A supportive Board of Directors and Management Team where you can grow professionally.

**Position Status:** Non-Exempt (Hourly)

**Target start date:** Mid-August 2023.

**Beginning Pay Rate:** \$21/hr.

\$23/hr. for Medical Assistant Certified

**Benefits:** Medical, Dental, Vision, Retirement account with company match offered

**Email Resume to:** [careers@thehealthcenterww.org](mailto:careers@thehealthcenterww.org)

Position open until filled

*The Health Center is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.*

*The Health Center is a non-profit organization funded by donations, grants, insurance payments and public funds. Therefore, you and your child are not responsible for any out-of-pocket expenses for services received from us. Insurance is welcomed with no out-of-pocket expenses as well.*

PO Box 1075, Walla Walla WA 99362 | [info@thehealthcenterww.org](mailto:info@thehealthcenterww.org) | 509-529-5661 | [www.thehealthcenterww.org](http://www.thehealthcenterww.org)