



Reputable Community Healthcare Clinic seeks Care Coordinators

Join an organization which is respected and well loved by the Community we serve!

This is a great opportunity to share your work with an organization that cares for the community of Healdsburg, Windsor, Geyserville, and beyond.

At Alliance Medical Center (AMC), we believe everyone deserves the highest quality care. We provide primary medical and dental care within a broad array of services - including prenatal, a teen center, all ages dental care, mental health, nutrition health services - that help our patients' live healthier lives.

Our mission is to improve the health and wellness of our diverse communities. We provide accessible, caring, and high quality healthcare services. We are a recognized Federally Qualified Healthcare Center (FQHC) leader in improving the health of our communities. We are proud to serve a diverse population of approximately 13,000 predominantly Spanish speaking patients.

AMC's Healdsburg and Windsor Medical locations are both recognized PCMH (Patient Centered Medical Home) sites and we are proud to be eligible to recruit National Health Service Corps Scholars, Physicians, and Registered Nurses with student loan repayment needs with Highest HPSA Primary Care score 16!

Alliance Medical Center is actively seeking Full Time Care Coordinators for our Clinics

What you will do at AMC:

The Patient Center Medical Home (PCMH) Care Coordinator works on a multidisciplinary healthcare team at Alliance Medical Center. The focus of the Care Coordinator is to coordinate care for designated high-risk patients. The Care Coordinator works alongside the primary care providers, nurses, and clinical staff in a PCMH, focusing on identifying the needs of complex patients while assisting the practice to develop a process for managing its patient population.

The Care Coordinator will:

- Assist healthcare team patients through the healthcare system by acting as a patient advocate and navigator.
- Participate in Patient Centered Medical Home team meetings and quality improvement initiatives.
- Facilitates health and disease patient education, including assisting with group office visits.
- Support patient self-management of disease and behavior modification interventions.
- Coordinate continuity of patient care with external healthcare organizations and facilities, including hospital admission and discharge and referrals from the primary care provider to a specialty care provider.
- Coordinate continuity of patient care with patients and families following hospital admission, discharge, and ER visits (within 48 hours).
- Work with primary care providers, office staff, and quality team to help identify high risk, high need, and potentially high cost patients of the medical home.
- Utilize electronic medical record to prioritize appropriate patients for care management and follow-up.
- Conduct comprehensive, preventive screenings for patients and/or assists all support staff in daily patient interactions as needed.
- Promote clear communication amongst a care team and treating clinicians by ensuring awareness regarding patient care plans.

The Care Coordinator at Alliance Medical Center has the following qualifications and skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Minimum two years' experience as a Medical Assistant/Community Health Worker required
- Associate's degree (A.A.) or equivalent from two-year college or technical school, preferred
- EMR / EPIC knowledge preferred

Other Skills and Abilities

- Current CP Certification
- Medical terminology knowledge
- Knowledge of sterilization techniques and universal precautions
- Experience in evaluating psycho-social needs of patients
- Understanding of and ability to communicate with underserved patient populations

Why AMC?

AMC is a mission driven organization providing high quality care to our patients and our employees. AMC provides excellent pay, a complete employee benefits package including paid vacation and a 403(b) plan with a generous employer match. This is a unique opportunity to work in an innovative environment and make a difference within the community!

How to apply:

Local Candidates Only. Please email your resume with job title in subject line to: hr@alliancemed.org OR fax resume to (707) 385-2148

Alliance Medical Center is an Equal Opportunity Employer. No third party recruiters please