

school based health center coordinator

Join us in building a healthy community

HealthFinders helps community members take care of themselves and their families. We are community health workers, doctors, nurses, dentists, hygienists, therapists, teachers and advocates who work in clinics and schools, and in the community. We care for people of all ages. Our care is low-cost, and patients don't have to have insurance.

At HealthFinders, we believe our community is healthy when we are all healthy. We have been providing care since 2005 and are always working to help more people when and where they need it most.

About the role

The School Based Health Center (SBHC) Coordinator provides administrative and clerical support for the new School Based Health Center, launching at Faribault High School. The Coordinator will oversee the daily operation of the center, including the scheduling of students, promotion of services, recruitment of students, and the implementation of policies and procedures. This position serves as the liaison between HealthFinders Collaborative and Faribault Public Schools.

\$18-\$24/hour | 20-40
hours/week, non-Exempt

Location

Primarily Faribault High School and HFC Faribault, other locations as appropriate and necessary

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Primary duties

- Administrative and clerical support
- Overseeing daily operations
- Scheduling students
- Promoting services
- Checks in and checks out all patients correctly.
- Cleans and disinfects exam rooms regularly.
- Keeps track of medical supplies and orders more when needed.
- Organizes pick-up and delivery of supplies.
- Works closely with school staff, including the nurse and teachers.
- Help plan and promote health programs (vaccines, vision and dental check-ups, and sports physicals).
- Assists students and families in finding health resources, like insurance help.
- Schedules and leads meetings for the health center team and takes notes.
- Joins school meetings and groups related to student health.
- Keeps patient and staff information private and follows all privacy laws.
- Welcomes new students, updates their information, and checks their insurance.

Qualifications

- Degree and license in a mental health field (or working towards it)
- Bilingual in English and Spanish and/or Somali
- Must have a driver's license with a safe driving history
- High school graduate or equivalent required; Associate's Degree in Business Administration or related field preferred.
- At least three years administrative/high-level clerical experience, including project coordination.
- Medical terminology and/or background extremely helpful.
- Computer knowledge, including Word, Excel and PowerPoint; database and desktop publishing software desired.

Ready to make a difference?

Submit your application on the Careers of Purpose page of our website: healthfindersmn.org/jobs

Questions? Email us at careers@healthfindersmn.org