

WE ARE HIRING



care 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 Care Coordinator Supervisor's job is to help patients and families stay healthy by connecting them to the right doctors and community services. They also make sure that different healthcare workers, like doctors and nurses, work together to give patients the best care possible. Their goal is to support the whole patient, not just their medical needs.

Exempt, full-time, supervisor

Location

Owatonna, Faribault, Northfield; Mostly days, some early evenings

care coordinator

Care coordination duties

- Make sure doctors, nurses, and community helpers communicate well and on time.
- Teach and support new team members who help connect patients to resources.
- Meet with patients to understand their needs and help coordinate their care.
- Have regular meetings with the care team to review patient cases.
- Be available to answer questions from patients and doctors.
- Help solve problems with medicine, lab tests, and patient support.
- Assist staff in following care plans made by doctors.
- Keep track of test results, X-rays, and referrals to make sure patients get the care they need on time.

Social work oversight

- Maintain a MNSure certification, attend MNSure meetings, and work with partner groups while supervising MNSure Navigators.
- Train and guide resource counselors on how to help patients apply for financial assistance.
- Make sure all advocacy cases and patient appointments are properly recorded.
- Regularly check in with staff to support patients who need extra help.
- Manage electronic data systems, train staff on how to use them, and check for accuracy.
- Supervise staff like resource counselors and care coordinators, help with their yearly reviews, and support leadership in the organization.

Clinical practice support

- Make sure staff and volunteers are ready to run clinics by training new team members.
- Solve problems quickly when they come up.
- Work closely with the Clinical Practice Coordinator and help with patient referrals.
- Find patients who could benefit from wellness programs and connect them to these services.
- Keep accurate and up-to-date notes in patient health records.
- Make sure important referral information is shared between resource counselors and doctors.

Community connection

- Work with community groups and the county to share information about HFC services.
- Attend and help run community events to let people know about available services.
- Connect with different cultural groups, like Somali and Sudanese communities, to build relationships and learn about their needs.
- Plan outreach events with community partners and the outreach coordinator.

care coordinator

General leadership

- Take charge and find solutions to problems while improving how things are done.
- Create a positive and high-quality work environment for everyone.
- Guide, support, and help staff grow as leaders.
- Always be professional, trustworthy, and keep information private.
- Work closely with other programs and supervisors to make sure everything runs smoothly.
- Help patients during clinic visits, including interpreting if needed.
- Speak up for patients and make sure their needs come first in all HealthFinders programs.
- Help patients find the right care and services by connecting them across HealthFinders programs.
- Represent HFC in the Latinx and Somali communities and make sure these groups feel included.

Experience and qualifications:

- Strong belief in HealthFinders' mission.
- Ability to speak and understand Latino or Somali languages and cultures.
- Experience in interpreting, community work, or social work is a plus.
- Good at using computers and handling multiple tasks at once.
- Great customer service skills and ability to keep patient information private.
- Able to work on your own, with some evening and weekend shifts.
- Extra skills like drawing blood, lab work, or nursing are helpful but not required.

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

All employees must be able to work effectively in a community-based organization whose clients and staff exhibit significant diversity with respect to race, ethnicity, gender orientation, socio-economic status, nationality, and religion. Black, Indigenous, People of Color, women, LGBTQ+ community and people from other underserved communities are strongly encouraged to apply.