

clinical associate

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

Clinical Associates help take care of patients and keep things running smoothly at HealthFinders. They are often the first person a patient meets when they come into the office. Their job includes scheduling appointments, answering phone calls, helping with paperwork, and sometimes interpreting for patients. They also work closely with nurses, doctors, and volunteers to make sure everything runs smoothly.

Non-exempt, 20-40 hrs, Starting wage \$17/hr

Location

Owatonna, Faribault, Northfield; Mostly days, some evenings and weekends

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Primary duties

- Support patient care in clinic visits, interpreting for patient visits as necessary
- Support clinical staff in making referrals, and following-up with patient care
- Advocate for patients, and a patient-centered perspective, across HealthFinders programs
- Connect individuals to care and services, coordinate patient care and connection across HealthFinders programs.
- Assist staff with written translation of documents, and patient phone calls
- Represent HFC programs in Latinx community, and Somali community at HFC

Qualifications

- Strong customer service skills
- Basic computer skills
- Strong belief in the organization's mission and commitment to community building
- Bilingual Somali/English or Spanish/English is highly preferred
- Experience bringing the voices of disenfranchised people forward
- Able to work independently, some evenings, and weekends

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.