



## JOB POSTING

Position Title: **Health Services Coordinator**  
Department: **Wellness Program**  
Job Type: **Full- time**

### Job Function:

- Coordinates operations of RefugeeOne Dental Clinic
- Organizes medical case management services for refugee clients with complex health/mental health needs.
- Supports SSI (supplemental) Disability applications including the completion of medical paperwork with primary care and specialists
- Completes health and mental health screenings.

### Competencies:

- Experience in health coordination and medical case management.
- Deep knowledge of medical and mental healthcare services in the Chicago area.
- Proficiency in Psychological First Aid and de-escalation strategies, and able provide crisis intervention with high-risk clients.
- Working knowledge of data management systems, Microsoft Office, Outlook and Excel
  
- Exceptional attention to detail and problem solving skills, including the ability to develop and follow through with practical solutions.
- Excellent organizational, networking and communication skills.
- Demonstrated ability to work effectively with diverse populations.

### Requirements:

- Bachelor's degree required
  
- Experience working in healthcare settings preferred.
- **Must have valid driver's license and use of a car.**

Salary: Commensurate with credentials and experience. Excellent benefits package.

To apply, send resume and cover letter to Jan Douglas at [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org).

**NO PHONE CALLS PLEASE**

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