



## Job Description

### CLINICAL SUPPORT COORDINATOR

#### Position Summary

To provide administrative support to the Clinical Group Staff.

#### Permanent Essential Duties and Responsibilities

- Provides general administrative and clerical office support to clinical staff
- Provides basic clinical support assistance to clinical staff.
- Responsible for the maintenance of the Medical Record and related documents according to established policy and procedure.
- Responsible for helping members to access non-capitated services and community services.
- Participates in assessing and improving quality within the scope of responsibilities and throughout the organization as appropriate.
- Actively participates in evaluation of own performance and progress.
- Participates in activities and education to maintain and advance competency.
- Seeks to maintain a constructive work environment and maintains effective communication with other employees and managers
- Makes decisions within the scope of the job, reflecting knowledge of facts and care for employees and members.
- Complies with the organization's policies and procedures.
- Maintains confidentiality of client and employee information.
- Communicates a positive image as a representative of CCA.
- Maintains a clean, safe work area.

#### Requirements

- High School Diploma Required or GED
- Bi-lingual capabilities required: English and Spanish.
- 2+ years experience performing a variety of administrative support functions, including typing and filing.
- Ability to prioritize workload and manage multiple projects simultaneously.
- Ability to problem solve with minimal supervision.
- Proficient in word processing.
- Experience with Excel or other Spreadsheet software preferred.
- Excellent written and verbal communication skills.
- Excellent organizational skills.

**TO APPLY FOR THIS POSITION, PLEASE CLICK HERE:**

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