



Example of Healthcare Services Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for a healthcare services coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for healthcare services coordinator

- Builds relationships with Maxim clients and active caregivers to understand their scheduling needs, requirements, and preferences
- Coordinates and confirms schedule with clients and active caregivers
- Records caregivers' correspondence, needs, availability, and schedule in system of record
- Ensures all placements adhere to applicable compliance and contract requirements
- Partners with Business Development Manager, Clinicians, Recruiters, and Field Support staff to debrief on staffing shortages, client satisfaction, and business development opportunities
- Performs on-call as needed or assigned
- Multi - task, inbound / outbound phone calls to members and / or physicians
- Complete assessments and documentation within a CER system
- Provide care coordination telephonically
- Review referrals for eligibility and program acceptance

Qualifications for healthcare services coordinator

- Must reside within Erie County, NY
- Must live in Mobile or Baldwin Counties
- Associates Degree (or higher) in social work and/or health care administration

- In depth, current knowledge in the area of specialty