

**Care Coordinator**  
**Full-time**

DotHouse Health is a diverse, multi-disciplinary health care and social service agency in Boston's Dorchester Neighborhood. Our state-of-the art facilities provide comprehensive clinical services such as Primary Care, Eye Care, Radiology/Mammography, Behavioral Health, Dental and Laboratory services. DotHouse health provides over 120,000 visits a year to Adult, Pediatrics, Women's health and Family Medicine patients.

**Position Summary**

We are looking for a qualified individual to join our Practice Team. The care coordinator will play a key role in assisting patients with achieving improved health outcomes. The care coordinator will function within a team base care model working closely with members of the team including nurses, medical assistants, clinical and social service case managers. They will reach out to those patients who need preventive care appointment and screening as well as patients who have chronic diseases and other conditions that impact their necessary and routine health maintenance. The care coordinator will also reach out to those patients who are referred for specialty care, recently discharged from the hospital and who regularly visit the Urgent Care, to actively connect these patients to receive the necessary follow up care to assist them managing their health more effectively.

**Requirements:**

- Associates degree required, Bachelor's degree preferred
- Minimum 2 years experience in HealthCare or Health related field involving Database management and Patient Outreach/Navigation experience
- Proficient in database management and use of EMR
- Highly motivated
- Excellent verbal and written communications skills
- Ability to work with a diverse patient population

Bilingual candidates are highly encouraged to apply

For consideration, please forward resume and salary requirements to:

**DotHouse Health**  
**Attn: Human Resources Department**  
**1353 Dorchester Avenue**  
**Dorchester, MA 02122**  
**Fax (617) 740-2310**  
[\*\*dhjobs@dorchesterhouse.org\*\*](mailto:dhjobs@dorchesterhouse.org)

EOE

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