



*"Providing quality patient-centered primary care services to individuals, regardless of their ability to pay."*

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**POSITION TITLE:** Patient Care Advocate

**Location:** Administration

**Position Type:** Full Time

**Pay Range:** \$13.00 to \$16.00

**Job Description:**

Enjoy a fast and exciting work environment at Community Health Centers, Inc. In this opportunity, you will be responsible for taking care of our wonderful CHC Patients.

**General Scope of Responsibilities will include (not all-inclusive):**

- Will be responsible for all functions of appointment scheduling and telephone messaging
- Updating important patient information and playing a key role in the coordination and delivery of quality customer service to CHC patients and their families.

**. Required Skills and Knowledge**

- Basic computer and typing skills
- Excellent interpersonal and oral communication skills
- Strong writing skills and a minimum of 1 year customer service or direct patient care experience is required.
- Health care experience and **bilingual Spanish/English is also required.**