



**Samaritan Health Center
Patient Services Associate**

Responsible for:

1. Coordinating external referrals for Samaritan Health Center patients to Duke, UNC, and elsewhere. This will include communicating with SHC providers, patients, and outside clinics, and addressing barriers to care such as applications for Charity Care.
2. Managing patient assistance programs at the University Drive clinic: meeting with patients, collecting and submitting enrollment documents, communicating with providers, and coordinating annual renewals.
3. Screening, registering, and enrolling new patients for care at Samaritan Health Center.
4. Occasionally assisting with staff gaps, i.e. front desk support, interpreting, etc.
5. Other projects as assigned by the Patient Services Manager or Executive Director.

Reports to:

Patient Services Team Lead. This is a 15-20 hour/week position with no benefits.

Desired Qualifications:

1. Commitment to Christ and involvement in a local church
2. Enthusiastic support of the mission and goals of Samaritan Health Center
3. A clear commitment to serving the poor
4. Fluent Spanish speaker, including on the telephone
5. Organized, detail-oriented, reliable, flexible. This is a hands-on position, working with providers, patients and volunteers. Expect interruptions and new situations.
6. Proficiency with computers (Microsoft Word, Excel, PowerPoint, electronic health records)
7. Availability during current University Drive clinic hours (Mondays 12-5, Tuesdays 10-8, Thursdays 9-2), including one evening per week

To Apply:

Please submit resume and specific letter of interest to jobs@samaritanhealthcenter.org, with "Patient Services Associate" in the subject line of email. No phone calls please.