



Joseph M. Smith
Community Health Center

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Position Available

The *Joseph M. Smith Community Health Center* is now accepting applications for the following position:

HEALTH BENEFITS COUNSELOR (BILINGUAL ENGLISH AND SPANISH)

RESPONSIBILITIES:

- Assists clients with forms/applications to obtain health insurance.
- Works under the direction of the Health Benefits Coordinator to maintain optimal patient flow.
- Maintains record keeping system for reports to organizations providing grant support.
- Serves as a resource to staff regarding eligibility criteria for insurance coverage.
- Develops good working relationships with agencies to ensure a smooth efficient process for referrals.
- Performs computerized patient registration functions.
- Performs other duties as required.
- Evenings and/or Saturdays will be required.

HOURS: Part-time; 24 hours per week, non-exempt. Position offers competitive salary and excellent benefit package. Occasional evening and Saturday shifts are an essential function of this position.

QUALIFICATIONS:

1. High School graduate; Associate's Degree preferred.
2. Must have previous experience in health care setting.
3. Strong organizational skills, mature, pleasant, professional telephone manner, clear spoken and written communication required.
4. Bilingual in English and Spanish required.
5. Ability to multitask and handle heavy patient volume.

Interested candidates should send resume to: Human Resources at 564 Main St. Waltham, MA 02452 or fax to (781) 693-3817 or email to hr@jmschc.org.

Joseph M. Smith Community Health Center is an Equal Opportunity & Affirmative Action Employer