

JOB TITLE: Patient Navigator

HOURS M-F: Flexible

SUPERVISOR: Director of Clerical Services

FULL/PART TIME TEMPORARY POSITION

POSITION DUTIES/RESPONSIBILITIES: Front door COVID screening to direct patients to appropriate care setting, assist patients in online patient portal (MyChart) registration, transport patient paperwork and lab specimen within clinic.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High school diploma or equivalent.

REQUIRED EXPERIENCE OR SKILLS: Exemplary customer service skills, computer literate, Spanish/English fluency preferred