



Immediate opening for an Outreach Associate (Patient Registration)

CHWPLC, a Federally Qualified Health Center, has an immediate opening for an outgoing and enthusiastic individual with an eye for the details. A clerical position, the Outreach Associate serves as the first point of contact welcoming all patients utilizing our facilities for healthcare. The Outreach Associate is responsible for collecting and recording patient information and assisting patients with the registration process, including bedside registration. Other duties include outreach efforts and implementation of financial assistance programs. Bilingual in Spanish is helpful, but not required. Associates' Degree and/or two-years-related experience helpful, but not required.

Please send cover letter and resume to the attention of Human Resources at HumanResources@chwplc.org or fax to 937-599-4128. EOE

Dated: 3/20/2017