

carafem is a non-profit women's health center in the northern Chicago metro area that is dedicated to promoting family planning, reproductive and sexual healthcare. We offer caring, compassionate and confidential support for sexual, reproductive and family planning needs.

Our practice is growing so we are currently recruiting a full-time Health Services Coordinator. Successful candidates should possess:

- Current CPR/BLS Certification
- Bilingual (**Spanish and English**)
- 2 years of medical office experience; experience in Family Planning is a plus
- Experience with electronic health records
- Good communication and organizational skills
- Ability to perform multiple tasks in a busy environment
- Pleasant outgoing personality
- Strong attention to detail
- Ability to work evenings, weekends, and a flexible schedule
- A professional appearance

Duties:

- Greet clients and visitors in a positive, warm, caring, friendly manner
- Front desk assignments including check in and out, cash handling, data entry, management of front office tasks and reception responsibilities
- Manage flow of clients in the health center
- Laboratory testing, blood draws, taking medical histories and client education
- Documentation in electronic health records
- Assisting the provider with exams
- Providing follow up care to clients as directed by the clinician

carafem offers a competitive salary package, which includes health/dental insurance and paid time off.

If you are interested in being part of an extraordinary team that provides excellent care to clients, please forward your resume with cover letter to Kat Boyd at [kat.boyd@carafem.org](mailto:kat.boyd@carafem.org).