



Community Health Centers of Greater Dayton

RN Care Coordinator

Community Health Centers of Greater Dayton (CHCGD) is a non-profit health care organization whose mission is improving lives by providing preventative and primary health care services to those in need, regardless of ability to pay. We promote a family atmosphere and are looking for individuals who share our passion for providing quality patient care and excellent customer service.

The RN Care Coordinator works in collaboration and ongoing partnership with chronically ill or “high risk” patients and their family/caregiver(s), clinic/hospital/specialty providers and staff, and other community resources in a team approach.to:

- Promote timely access to appropriate care
- Increase utilization of preventive care
- Create and promote adherence to a care plan, developed in coordination with the patient, primary care provider and family/caregiver(s)
- Increase continuity of care by managing relationships with tertiary care providers, transitions-in-care and referrals
- Increase patient’s ability for self-management and shared decision-making
- Connect patients to relevant community resources, with the goal of enhancing patient health and well-being, increasing patient satisfaction and reducing health care costs
- Increase comprehension through culturally and linguistically appropriate education
- Reduce emergency room utilization and hospital readmissions
- Enhances cost effectiveness by addressing care gaps and avoiding service duplication

Required Skills or Abilities

1. Ability to manage and prioritize multiple tasks.
2. Excellent working knowledge of EHR, Next Gen preferred
3. Proficient in Excel, Word and PowerPoint and ability to learn other computer programs.
4. Good organizational and self-management skills
5. Excellent verbal and written communications skills
6. Ability to communicate with a diverse range of people, from physicians to the patient population.
7. Demonstrates knowledge of, and adherence to patient’s rights, confidentiality and HIPAA guidelines and regulations
8. Knowledge of local community health and social welfare resources preferred
9. Ability to relate well to people from diverse ethnic and cultural backgrounds
10. Demonstrates strong working knowledge of PCMH processes and guidelines

Required Knowledge, Experience or Licensure/Registration

1. Registered Nurse with current, unrestricted license in the state of Ohio
Maintain current certification with CEU requirements.
2. Previous experience in clinical or community resource setting required. Care coordination and/or case management experience preferred.
3. Current CPR certification.
4. Knowledge of ICD-10 and CPT coding preferred

We offer a full benefits package including medical, dental, and life insurance, paid time off and holidays, and 401(k) plan. Please forward your resume and salary requirements to sfleming@chcgd.org or fax to (937) 586-9736. Please visit our website at www.communityhealthdayton.org or like us on Facebook.