

Part-Time Job Opening: Wellness Coordinator

Description: The Wellness Coordinator works closely with residents of Friedman Place – all of whom are blind and have a range of health problems - with responsibilities including scheduling doctor and other health-related appointments, arranging and (periodically) providing transportation to and from appointments, supporting the selection of insurance plans and certain public entitlements, etc. The Coordinator will work 20 hours per week with the specific work schedule being flexible and negotiable, but between Mondays – Fridays 9:00am – 5:00pm.

Compensation: \$14 - \$16 per hour, depending on skills and experience. For this part-time position Friedman Place provides 10 paid days off per year – plus paid holidays when they fall on a scheduled work day – starting immediately.

Primary Qualifications

- High School diploma or GED equivalent required. Bachelor's degree preferred.
- Two years' experience in an organization providing general clerical support
- Experience as a Patient Navigator, Processor of Public Entitlements, Physician's or billing Clerk, or in a related medical-setting, a plus.
- Proficiency in office computer programs, including Microsoft Office Suite, etc.
- Excellent written and oral communication skills and the ability to work effectively with diverse individuals and groups. Excellent customer service and relations skills
- Valid driver's license and ability to drive a van. Reliable automobile, preferred.

To apply, please go to <https://friedmanplace.org/job-openings/>

Located on the northwest side of Chicago, Friedman Place is a nonprofit Supportive Living Community (i.e., Assisted Living) residential community that serves 85 adults aged 22 and up who are disabled and blind or visually impaired. Each resident lives in his or her own apartment, which is specially designed for people who are blind or visually impaired. Specially trained staff provide social work and nursing services; housekeeping; meals; and a variety of programs and activities fitting resident needs and interests. All services promote integrated physical, mental and social health so residents lead as full and as independent lives as possible. The agency has 65 employees and 100 volunteers and is led by a volunteer board of directors.

September 2019