



Program Support Coordinator

The Center for Health Care Rights (CHCR) is a Los Angeles-based nonprofit organization dedicated to the mission of assuring consumer access to quality health care through education, counseling, informal advocacy and legal services. CHCR's direct services include:

Counseling and Informal Advocacy: CHCR counseling and informal advocacy services help clients understand their Medicare and Medi-Cal rights and benefits, obtain access to programs that provide help with medical expenses, and resolve health care problems that are creating access to care problems.

Legal Assistance: CHCR's Staff provide Medicare beneficiaries with legal advice and/or representation to resolve serious Medicare access to care or claim denial problems.

Community Education and Outreach: CHCR provides free education seminars on Medicare, Medi-Cal and other health care topics for Medicare consumers, caregivers and health and social service providers.

Position Description: The Program Support Coordinator will have lead responsibility for CHCR's client intake scheduling activities and data entry; screening client referrals and urgent cases; provide program support to senior management staff; and assist the Operations Director with office management activities.

Job Qualifications: A bachelor's degree in the social sciences or related field. Excellent organizational, clerical, writing and communications skills. Computer proficiency in Access, Excel, Microsoft Word, PowerPoint and Publisher. Experience with telephone hotline, voicemail, data base and office systems. Prior experience with nonprofit organizations preferred.

Background Check & Screening: Qualified applicants will have to undergo and pass a background check before a job offer can be made.

Salary and Benefits: \$45,000 - \$52,000 depending upon qualifications. Employee benefits include 100% employer paid health and dental coverage, paid parking and a tax deferred annuity program.

How to Apply: Please send resume and cover letter to one of the following: via email center@healthcarerights.org, fax: 213-383-4598 or at our address below.

Center for Health Care Rights, is an equal opportunity employer, encourages all applicants to apply, and does not discriminate based on race, ancestry or national origin; color; sex; sexual orientation; religion; physical disability; marital status; or age.

**Center for Health Care Rights
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