



The Eastern PA Down Syndrome Center (EPDSC) Clinical Coordinator is responsible for organizing and overseeing the activities of the pediatric and adult care clinics and other activities related to patient care, recommendations, education and support for all family members. The coordinator may need, and must be able to, communicate with different specialists when necessary and ensure adequate patient care during the evaluation process. When possible, the coordinator may be asked to answer questions between evaluations at the Center.

Bilingual Clinical Coordinator Job Description

We are looking to hire a part-time bilingual (fluent in both English and Spanish) Clinical Coordinator with excellent organizational and administrative skills. Hours vary from month to month (average 12-16 hours/month). The coordinator is expected to be a decisive leader with time management and record keeping skills. To ensure success, the Clinical Coordinators should be confident, professional and acquire IT skills necessary to contribute to the efficient activities of the EPDSC. The coordinator must work comfortably while multitasking with a team of medical professionals in a family-centered environment.

Clinical Coordinator Responsibilities:

- Perform all duties within HIPAA regulations
- Implement all EPDSC policies and procedures
- Work collaboratively with the physician and therapist to provide medical, educational, social, and therapeutic information to families
- Direct staff and patients toward appropriate and available resources both internally and externally
- Maintain confidentiality of all materials handled within the EPDSC as well as the proper release of information
- Complete timely and accurate documentation (EPIC) of patient visit
- Attend and participate in staff meetings
- Ability to work remotely from home



Clinical Coordinator Requirements:

- 5 years of experience working or caring for an individual(s) with Down syndrome- Parents are preferred
- Bilingual in Spanish and English
- Familiar with the health care guidelines for children, adolescents and adults with Down syndrome
- Knowledge of community resources available to families and individuals with Down syndrome
- Innovative thinker with strong conceptual and problem-solving skills
- Commitment to educate oneself in all topics related to Down syndrome
- Meticulous attention to detail and the ability to multitask
- Strong organizational, administrative and planning skills
- Ability to work independently and as part of a team
- Excellent documentation, communication and IT skills
- Passionate about clinical excellence and having a positive impact on the lives of individuals with Down syndrome
- Provide a clean background check and child abuse clearances
- Flexible schedule: Clinic hours vary from week to week (mostly morning appointments)

COVID-19 Precaution(s):

- Telehealth appointments made available to patients and staff
- Social distancing guidelines in place
- Employee and patient health screenings
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

To Apply:

Qualified candidates should submit a resume and letter of interest with references to epdsckerri@gmail.com.