

Job Title	Bilingual Care Coordinator
Employer/ Agency	Legacy Community Health
Job Description	Engage with students, parents, and guardians through various communication channels to connect them to resources. Collaborate with the SBHC team to implement comprehensive care plans. Coordinate care management through scheduling, referrals, and follow-ups. Track and report the progress of assessments and tests to the clinical team. Navigate health, educational, and community systems with students and families. Utilize health information technology for proactive care coordination. Assist in data collection and collaborate with the interdisciplinary team. Respect and incorporate cultural and language assets into care plans. Participate in outreach at school events and maintain trusting relationships. Communicate effectively and ensure transparent data sharing. Inform about health and social services and assist with paperwork. Maintain documentation and resource inventory. Perform other duties as assigned.
Qualifications	High School Diploma or equivalent is required. After hire, must complete School-Based Health Alliance, Legacy Community Health, and school standardized training. Two years of previous work experience in health care, schools, and community systems or programs is required. Associate's or bachelor's level degree is preferred. Previous experience in care navigation, and/or direct patient care is preferred. Must have reliable transportation. Strong organizational skills. Knowledge of the communities being served, community resources, and external health and social systems. Strong communication skills. Ability to confidently communicate using plain, clear language, and active listening. Ability to communicate with empathy and cultural humility. Experience working with diverse populations including students, families, community organizations, and other populations. Ability to work and collaborate as a team member, solve problems, and manage conflict.

	Ability to effectively manage time and balance competing priorities. Ability to document work in electronic health platforms. Written and oral fluency in English. Bilingual Preferred: Proficiency in speaking, reading, and writing the English and Spanish languages are strongly preferred.
Salary/Hours	Monday-Thursday (7AM-4:15PM) Friday (7AM-3PM)
Address	KIPP Southwest - 10711 KIPP Way Houston, TX 77099
Application Method	Bilingual Care Coordinator - Career Page
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.