

Kupu Care Coordinator



- Full-Time Position
- Location: Kupu Care (Palliative Care Program)
- **Position Summary:**
 - Process and coordinates all inquiries/referrals for admission to Kupu Care program in collaboration with the Kupu Care team.
 - Receives and responds in a timely and professional manner to telephone and written inquiries.
 - Works with referral sources and office staff to ensure transparent execution of services.
 - Provides information regarding Kupu Care program of care and services to physicians, community health care professionals and agencies as needed.
 - Provides clerical support for Kupu Care operations, maintenance of the clinical records
 - Responsible for clinical data tracking, collection, entry and reporting
- **Competencies**
 - Excellent customer service
 - Detail oriented
 - Proficient computer skills
 - Problem solving
 - Excellent communication
- **Educational and Experience Requirements**
 - High School Diploma (Two year degree in service related or office technology preferred)
 - Two years customer service experience (Office process experience a plus)
- **Click on the link below to APPLY!**
 - <http://www.ondemandassessment.com/verify/apply/yRvqyee/CnEaaaCh>