



Service Coordinator

Radiant Health Centers (RHC) is seeking a full-time Services Coordinator whose role is to assist clients with access to eligible services. This position requires an individual who can multi-task and remain organized in a fast-paced environment.

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Questioning + (LGBTQ+) community by providing healthy and compassionate care options.

The Service Coordinator role is to:

- Assess and pre-register potential new/returning clients to determine immediate needs.
- Field client calls and walk-ins from clients requesting services, making referrals as appropriate.
- Coordinate services and referrals for clients who have reached a higher level of independence.
- Complete and maintain up to date RHC pantry authorizations, follow-up with clients, needing eligibility screening.
- Assist program coordinators with administrative tasks, submit documentation requests, request physician authorizations, follow-up with clients needing eligibility screening.
- Translate and interpret for program coordinators with monolingual Spanish speaking clients.
- Follow up with clients on case management needs as directed by case managers.

The ideal candidate will have the following qualities and qualifications:

- Minimum of a high school diploma or comparable case management experience. A minimum of 2-4 years case management experience is preferred.
- The ability to multi-task and maintain a high level of organization.
- Must demonstrate a positive and caring attitude, be client focused: value and respect others.
- Must demonstrate professional phone etiquette.
- Bilingual (English and Spanish) required.

How to Apply

To apply for the Service Coordinator position, please forward a cover letter and resume using one of the following methods:

- Email your resume and cover letter to Lisa Osborn losborn@radianthealthcenters.org.
- Mail to Radiant Health Centers, Attn: Lisa Osborn, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls, please

Range \$25-\$27

RHC is an equal opportunity employer