



OPEN POSITION: **TEAM ASSISTANT COORDINATOR**
Full Time (40 hours per week)
100% Benefits Eligible
Salaried – Non-Exempt

POSITION SUMMARY: Responsible for the coordination of administrative duties and for a clinical team. Duties include but not limited to processing patient information using electronic medical records, durable medical equipment scheduling, managing all forms of ancillary services, patient records, and various other forms. This position will disseminate various forms of communication to members of an interdisciplinary team.

MINIMUM EDUCATION: High School Diploma

MINIMUM EXPERIENCE: Two (2) years of experience within a health care related organization handling patient records and information is highly preferred.

APPLY TO: **Hospice of CNY & of the Finger Lakes**
990 7th North Street
Liverpool, NY 13088
Fax: (315) 766-1120
Email: humanresources@hospicecny.org