

Job Announcement – January 2026

The Center for Rural Health Innovation (CRHI) seeks a motivated **Clinic Coordinator** to help assist the Health-e-Schools Program Director in managing a 14-site school-based telehealth network across McDowell County and the 5-site network in Avery County, North Carolina.

Job responsibilities of this individual will include:

- Visiting schools and nurses in McDowell & Avery for relationships, troubleshooting, gathering and distributing paperwork and supplies
- Presenting patients from sites as needed (training provided)
- Supporting school nurses and Providers with equipment and connectivity troubleshooting
- Assisting Program Director with the daily operation of the HeS program as needed
- Providing public relations and marketing for Health-e-Schools program
- Organizing and leading advisory committee meetings to ensure the needs of the community are met
- Serving on multiple committees throughout the community which improve the overall health and well-being of McDowell & Avery County students
- Collaborating with and reporting to McDowell & Avery school personnel, Superintendent and School Board

Necessary Skills

- Successful experience working independently
- Knowledge of medical practice operations; ability to learn EHR; HIPAA procedures
- Excellent written and verbal skills to represent the program professionally; some public speaking will be required
- Comfort with computers and technology
- Ability to problem solve with people, agencies, and technology in office and medical settings
- Reliable Transportation, valid NC Driver's License
- Preference will be given to a candidate who lives in McDowell or Avery County and is already familiar with the communities & schools
- Involves light lifting, mostly up to 15 pounds and other physical demands such as climbing stairs

Compensation and Benefits

- This is a year-round full-time position, paid hourly, starting at \$20 per hour. Hours are somewhat flexible, between 8am and 3pm on school days, approximately 35 hours per week.
- All CRHI employees enjoy 11 paid holidays each year.
- The main office is in Spruce Pine and the right candidate may work from home.
- A laptop computer is furnished for employee's use. Mileage is reimbursed per CRHI policy.
- Annual wellness benefit helps with out of pocket medical and wellness expenses.

Please send letter of interest & resume to jobs@crhi.org, attention Amanda North, Executive Director. Start as soon as possible.

Center for Rural Health Innovation
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