

Job Announcement – March 2026

The Center for Rural Health Innovation (CRHI) seeks a motivated **Clinic Coordinator** to assist the Health-e-Schools Program Director in managing a 52-site school-based telehealth network across Burke and Caldwell Counties, North Carolina.

Job responsibilities of this individual will include:

- Visiting schools and supporting nurses in Burke & Caldwell for relationships, troubleshooting equipment and connectivity, gathering and distributing paperwork and supplies
- Presenting patients from sites as needed (training provided)
- Assisting Program Director with the daily operation of the HeS program as needed, including data entry and case management
- Attending school staff and PTO meetings in the afternoon/evening
- 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 Burke & Caldwell County students
- Collaborating with and reporting to Burke & Caldwell 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. Individuals who speak Spanish & English are strongly encouraged to apply
- 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 Burke or Caldwell 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 12 paid holidays each year.
- The main office is in Spruce Pine and the right candidate may work from home.
- Laptop computer is furnished for employee 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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www.crhi.org www.health-e-schools.com