

CareWorks Health Services

18682 Beach Blvd. Ste 225

Huntington Beach, CA, 92648

www.careworkshealthservices.com

COMPANY DESCRIPTION

We provide in-home care services to the elderly/disabled, care management / assessments to insurance members, and medical staffing.

DUTIES & RESPONSIBILITIES

Duties entail:

- Answer, handle or transfer calls from clients.inquiries, caregivers, and community organizations (hospitals/nursing homes/social workers/insurance companies)
- Enter, and update HR & personnel files of employees to comply with Dept of Social Services, Dept of Health, company & state policies
- Assign, monitor, and follow up with employees to ensure they have completed state and company mandated training
- Scheduling- assign caregivers and care managers to cases
- Contact caregivers to schedule them for interviews
- Set up powerpoints, print up course material, and assist staff for in house training held 2x/month
- Data entry
- Send out monthly mailings to patient care centers/ senior care professionals (electronically/
- Assist care managers conducting in field insurance assessments
- Contact clients and/or families to ensure their
- Assist in internal company events or external networking events

QUALIFICATIONS & REQUIREMENTS

Confident, autonomous, self-starter, problem solver, solution-driven, prepared, organized, detail oriented, high standards of excellence, compassionate, objective, non-judgmental, resourceful, kind, caring, team player, team builder, open minded, sense of humor, intuitive, dedicated, creative, responsive, proactive, good communicator, understands family dynamics, professional.

Competent in Word, Excel, Powerpoint, Outlook, Computer Skills,

TIME COMMITMENT

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)

HOW TO APPLY & DEADLINE

Send resume to:

ann@homehealthoc.com

Copy & Paste into New Tab: <https://hiring.wonderlic.com/openings/57c4ce49cf4fed01009f318d/apply>

Applications are accepted on a year round basis. This internship also has a paid option, but will *not* be counted with academic credit.

CONTACT INFORMATION

For More information please contact Anh Dang at ann@homehealthoc.com or 949-859-4700. You can also visit their website at www.careworkshealthservices.com.