



Employment Opportunity at the Center for Well-Being

Position: Temporary Program Assistant

About the Center: Join a team that makes a daily positive impact in the lives of our community members! The Center for Well-Being (Center) is a local non-profit committed to creating a healthier, more equitable Sonoma County for all. Our community-based work advances systems and policies that address health and other inequities, and we have deep partnerships with local NGOs, health care providers, and advocacy groups to advance this work. We support individuals and families to live healthier, more active lives through education, advocacy, and resources – and we have fun while doing it! The Center champions a collaborative, communicative, and creative work culture where each individual is empowered to do their best and valued for their contribution to our mission. We also offer a competitive benefits package and a generous time off policy. Together, we transform lives!

Position Description:

The Program Assistant is a backbone support for the day-to-day operations of the Center for Well-Being. This position is responsible for organizational and clerical support tasks in our cardiac rehabilitation department, including assisting with preparing documents, patient check-in, assistance during class sessions, patient reminder calls, provider communication, provider outreach, and preparation of outreach materials.

Status: Full-time

Hours Per Week: 40-hours

Reports to: HeartWorks Supervisor

Pay Range: \$18 - \$20

Responsibilities:

- Maintain a clean and tidy waiting area- restock brochures and flyers with current information as needed.
- Check-in patients: gather documentation and follow patient check-in protocol.
- Class preparation, copies of participant packets for cardiac rehab and nutrition classes.
- On the floor support for cardiac rehab classes.
- Send patient confirmation materials.
- Daily reminder calls to class participants and individual appointments.



- Provider communication: send referral status reports and progress reports to referring providers.
- Request and process labs and chart notes.
- Data entry for reporting purposes.
- Scan documentation into electronic health records.
- Stuff envelopes with flyers when needed and mail brochures to locations such as medical offices, etc. Deliver mail to mailbox.
- Preparation of outreach materials.
- Other duties as assigned.

Position Requirements – Required

- Highschool diploma or equivalent
- Minimum one year experience in customer service
- Excellent computer skills
- Excellent communication skills, written and verbal
- Ability to work in a fast pace gym environment
- Ability to lift 20 pounds

Position Requirements – Preferred

- Medical Assistant Certificate (preferred)
- Experience in a healthcare or gym setting
- Bilingual English/ Spanish

Application Instructions:

If you would like to apply for this opportunity, please submit an application, resume and cover letter to info@nccwb.org.