

**JOB DESCRIPTION**  
**EGYPTIAN HEALTH DEPARTMENT**

**POSITION:** IL HEALS Service Coordinator

**EMPLOYEE NAME:** \_\_\_\_\_

**DATE OF HIRE:** \_\_\_\_\_ **DATE SIGNED:** \_\_\_\_\_

**QUALIFICATIONS:**

Demonstrates strong organizational skills and works collaboratively within a System of Care. Must be a self-starter and good attention to detail. Must also possess good interpersonal skills, excellent verbal and written communication skills, be community oriented, and follow confidentiality requirements at all times.

**EDUCATION AND EXPERIENCE:**

High School Diploma or GED required. Experience with administrative assistance and/or financial documentation preferred.

**DUTIES AND RESPONSIBILITIES:**

Working closely with program staff to update rosters, contact lists, and track progress monitoring.

Maintaining communication with rostered providers, agency leadership, and other supportive partners.

Collecting and organizing program paperwork and reimbursement invoices.

Creating efficiencies for best data collection and reporting.

Provide assistance with meetings, trainings, and community events.

Providing assistance to program coordinator and PIs in varying capacities.

Attend monthly and/or weekly staff meetings

Attend any required or suggested trainings

Adhere by the IL HEALS and SOC principles, guidelines, and objectives. ([https://ilheals.com/https://gucchd.georgetown.edu/products/Toolkit\\_SOC\\_Resource1.pdf](https://ilheals.com/https://gucchd.georgetown.edu/products/Toolkit_SOC_Resource1.pdf) )

Performs other duties as required or assigned

Follows confidentiality requirements at all times

Adheres to personnel policies and procedures

The Egyptian Public & Mental Health Department promotes the retention of culturally competent, strengths-oriented personnel who possess an understanding of the communities served. Applicants will be evaluated on their sensitivity to the service population's culture and socioeconomic characteristics.

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Employee Signature

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Date

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CEO Signature

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Date