

“I’m on it!”

Nursing Coordinator

REMOTE / HOME-BASED



“No problem.” “I’ve got it.” “I’ll take care of that.”
“ Consider it done.” If those words flow naturally from you, you could be a perfect match for our team, supporting our nurse case managers in our important and satisfying work.

As a Nursing Coordinator you’ll perform a wide range of tasks: administrative, communication, and special projects. You’ll ensure that:

- New cases are opened properly;
- New clients and members of the treatment team are welcomed and promptly communicated with throughout the case;
- Case documentation and reports are organized and tracked;
- Task and activity lists are updated and accurate; and above all,
- That you’re a dependable right hand to our nurse case managers, supporting them in every way at every turn.

We’re a team that counts on each other to get the work done. Even when we’re having “one of those days”, we know we’re all doing the best that we can and are here to help each other however we can.

Here’s the best part... you’ll do this job in a company – founded, owned and managed by nurses – that believes in taking care of our team first so they can take care of each other and the clients we service.

If this sounds like a job, team and company that’s a good match for your experience, skills, hopes and dreams, we’d love the opportunity to share the CHOICES experience. To start the conversation, send your resume today to jobs@choicescm.com.

These skills and experience would give you the best chance at success in the position and quick consideration from our hiring team:

- Experience in a medical setting – as an assistant or in a medical office. Experience with workers’ compensation cases a plus!
- Remote work experience – you’ve proven you can work independently
- Exceptional communication skills with internal and external contacts
- Flexible and comfortable with shifting priorities and requests
- Organized is your middle name
- Tech-savvy – comfortable working in databases, Office suite and specialized programs
- Strong administrative skillset – business writing, basic math, typing 40+ wpm
- High standards for quality, timeliness, ethics and integrity

Visit the CAREERS page on our website for current openings and CA locations.

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