



CORNERSTONE FAMILY HEALTH

BECOME A HARVESTHAND

ADMINISTRATIVE SUPPORT

*We are currently looking for Harvest Hands
to fill the following positions:*

- Office Assistant
- Administrative Coordinator
- Receptionist
- Front Desk Coordinator
- Data Entry Operator
- IT Technician
- Computer Technician
- Network Administrator

GENERAL DUTIES:

- Managing and organizing office operations, assisting with administrative tasks, scheduling appointments, managing correspondence, answering phones
- Greeting and assisting visitors, answering phones, managing appointments, processing mail and fax
- Entering and managing data into computer systems, verifying data accuracy, managing data storage
- Maintaining and repairing computer hardware and software, troubleshooting computer issues, managing computer networks

Scan to apply



To apply, scan the QR code or fill in this form <https://shorturl.at/uJLRU>
Email cornerstonefamily@yahoo.com for any inquiries



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BUSINESS AND FINANCE

*We are currently looking for Harvest Hands
to fill the following positions:*

- Accountant
- Accounting Clerk
- Operations Manager
- Operations Analyst
- Inventory Control Specialist
- Financial Analyst
- Financial Manager
- Financial Advisor

GENERAL DUTIES:

- Recording financial transactions, managing invoices and payments, preparing financial statements and reports, reconciling bank statements
- Oversee and manage the day-to-day operations of the organization, develop budgets and allocate resources
- Analyzing financial data, developing financial plans and strategies, providing financial advice, managing financial accounts
- Conduct regular inventory audits to identify discrepancies and make recommendations for improvement

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HEALTHCARE

*We are currently looking for Harvest Hands
to fill the following positions:*

- Physician (MD/DO)
- Nurse Practitioner (NP)
- Physician Assistant (PA)
- Registered Nurse (RN)
- Licensed Practical Nurse (LPN)
- Medical Assistant
- Medical Scribe
- Medical Biller
- Medical Records Clerk
- Immunization Coordinator
- Pharmacy Coordinator
- Patient Educator

GENERAL DUTIES:

- Providing medical care and treatment, managing medical records and billing, coordinating medical referrals, educating patients and coordinating with other medical professionals
- Record the patient's medical history, physical examination findings, diagnostic test results, and treatment plans
- Review patient medical records and prepare bills for services rendered, verify patient insurance coverage and eligibility
- Identifying the learning needs of patients and their families
- Conducting patient assessments to determine their level of knowledge, health literacy, and understanding of their condition

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MARKETING & COMMUNICATIONS

We are currently looking for Harvest Hands to fill the following positions:

- Digital Marketing Manager
- Social Media Specialist
- Content Creator
- Marketing Coordinator
- PR Manager
- Graphic Designer
- Creative Director
- Event Coordinator
- Event Planner
- Event Manager

GENERAL DUTIES:

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- Oversee and manage the day-to-day operations of the organization, develop budgets and allocate resources
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HUMAN RESOURCES & NONPROFIT

We are currently looking for Harvest Hands to fill the following positions:

- HR Manager
- HR Specialist
- Recruitment Specialist
- Development Director
- Program Director
- Nonprofit Coordinator

GENERAL DUTIES:

- Recruiting and hiring employees, managing employee benefits and compensation, developing and enforcing company policies, handling employee relations issues
- Managing nonprofit organizations, overseeing fundraising and development efforts, developing and implementing programs, managing staff and volunteers

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SPIRITUAL CARE AND OUTREACH

We are currently looking for Harvest Hands to fill the following positions:

- Spiritual Care Coordinator
- Community Outreach Coordinator
- Online Outreach Coordinator
- Social Media Coordinator
- Chaplain
- Counselor
- Church Liaison

GENERAL DUTIES:

- Providing spiritual care and support to patients, coordinating spiritual care services, providing counseling and support to patients and families
- Coordinating with local churches and community organizations, developing and implementing outreach programs, managing community relationships
- Developing and managing online outreach strategies, creating and managing social media campaigns, managing online relationships

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