

## **Administrative Coordinator**

Acadiana CARES, in conjunction with the Louisiana Office of Public Health Tuberculosis Control Program is currently recruiting an individual to serve as an Administrative Coordinator in the Office of Public Health Tuberculosis Control Program Central office, located in New Orleans, Louisiana. The successful candidate will serve as receptionist for the assigned work unit; this includes: scheduling all appointments as needed (i.e., Nurse Visits, Medical Visits, EDN, RMA, etc.). Correspond via email or telephone with various clinic staff on time (i.e., Nurse, DIS, DIS Manager, Regional Operations Manager, or other Wetmore Staff) No-show appointments daily and reschedule appointments as needed. Corresponds with patients via telephone and mail to remind them of their upcoming appointments. Check voicemails twice daily and respond to/delegate them to the proper channels.

A successful candidate must have excellent communication and organizational skills, with the ability to be efficient and accurate. Must have a working knowledge of personal computers and software programs including MS Word, Excel, and Access. A High School Diploma or equivalent plus two years of clerical experience is required. Completion of a business or clerical-related curriculum in a business school or technical institute will substitute for a maximum of one year of the required experience. College coursework will substitute for the required experience on the basis of 15 semester hours for 6 months of experience.

This position is eligible for medical insurance and retirement options.

Special consideration will be given to applicants who are fluent in Spanish or Vietnamese language.

To apply for this position, submit your resume on Indeed.com or send a resume to Wetmore Clinic/ Region 1 Health unit's Clinic Coordinator, Tavelyn Coleman, [tavelyn.Coleman@la.gov](mailto:tavelyn.Coleman@la.gov). Must reference: Administrative Coordinator in the subject line. Application Deadline is August 31<sup>st</sup>, 2025. If considered for the position, applicants will be required to provide three professional references.

Acadiana CARES is an EOE/AA Employer.

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