



DR. SUSAN LOVE FOUNDATION
— for breast cancer research —

Center Coordinator

Job Description:

The primary responsibilities of this position are to manage an outpatient women's imaging center, utilizing the ultrasound imaging device being tested, QT Ultrasound. The Center Coordinator will oversee the functions of the QT Imaging Center at Los Angeles Beverly Hills, and will be responsible for managing the functionalities of the center focusing on accurate, efficient, and comprehensive patient care.

The Center Coordinator will report directly to the Chief Executive Officer.

The position requires excellent, computer, organization, and communication skills. Ability to present a positive impression in person, on the telephone, and through written correspondence. Proven skill to communicate clearly, effectively, tactfully, and patiently in person, on the telephone, and in writing to diverse groups of people.

Job Responsibilities and Duties:

- Participate in all aspects of patient care including but not limited to scheduling, patient check-in, patient informed consent, patient positioning on the scanner, scanner Q&A and utilization for patient care, post-scan patient care.
- Establishment, implementation, and daily tracking of a workflows to ensure all patients have been through all necessary steps of clinical care (schedules, informed consent, scans, consultation, post-care management).
- Manage the process of documenting all steps of patient flow through the center in the electronic database.
- Adhere to HIPAA regulations and maintain strict confidentiality of patient information at all times.
- Develop and prepare data reports regarding patient accruals to-date and device performance.
- Handles maintenance of center, as necessary.
- Help ensure the overall efficiency of the front desk operations and contribute to a positive patient experience.
- Performs additional job-related duties as assigned.

Skills and Qualifications:

- Associate's degree in health-related field.
- 2-3 years in a fast-paced office or customer service environment, preferably in healthcare or medical setting.
- Excellent interpersonal and communication skills, with the ability to interact effectively with individuals from diverse backgrounds.
- Ability to handle sensitive and confidential information with professionalism and direction.
- Highly efficient time management skills and ability to prioritize tasks.
- Strong capability to multitask and finish assigned projects before deadlines are due.
- Highly proficient in Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint, and Slack.

- Ability to work with minimal supervision.
- Self-motivated and effective in a team setting and individually.

Compensation

Position is a six-month full-time assignment with a complete benefits package.

Position is in-person at the care center in Beverly Hills, California. Parking costs are covered.

The hourly pay is \$40.

All training for scanner utilization will be provided. There is no exposure to radiation or harmful chemicals.

Please send resume and cover letter to jobs@drsusanloverresearch.org and reference the job title in the subject line.

Foundation Description

Dr. Susan Love Foundation for Breast Cancer Research drives collaborative, cutting-edge research with nontraditional partners, primarily focused on fulfilling our mission of achieving a future without breast cancer and improving the lives of people impacted by it now. Many of the projects the Foundation undertakes are designed to increase our understanding of the human breast and what enables malignancy to occur, with the ultimate goal of developing methods to prevent it. We actively engage the public in our scientific research to ensure that it produces accurate and meaningful results. The Love Research Army, formerly the Army of Women, has served as a vital resource for breast cancer research for over 10 years. This year, in order to better reflect our longstanding commitment to fostering inclusive research, we rebranded the Army of Women as Love Research Army. Men, women, members of the LGBTQIA+ community, and non-binary people all get breast cancer. We are excited to be moving into a new decade with a name that reflects the desire and intent to include everyone in the research pool to study and end breast cancer once and for all.