



**EPILEPSY CARE MANAGER**  
**Full or Part Time Options**  
**Hourly: \$15 - \$20**

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**About EABB**

EABB was established in 1989 as a charitable 501(c)3 organization to support epilepsy patients and their loved ones. EABB navigates tailored, case-managed solutions to care through the provision and payment of diagnostic, treatment and pharmaceutical services; community education; and advocacy for social equity and improved quality of life for all who are touched by this debilitating central nervous system (CNS) disorder. Visit [www.eabb.org](http://www.eabb.org) for more information.

**Position Overview**

EABB Care Managers employ case-management and patient navigation skills to promote health and well-being for individuals with epilepsy. Epilepsy is a disorder characterized by the frequency and severity of seizures, among other factors. Care Managers recognize that the psychological, social and economic burdens of epilepsy can have a greater impact on quality of life, than seizures themselves. Care Managers are committed to removing access barriers to care and to promoting client health. They work closely with health care providers and other practitioners.

**Job Qualifications**

Successful candidates will have at least two to five years of experience in case management, patient navigation and/or as a community health worker. Technical skills related to Microsoft Office Suite and client/patient data entry platforms required. Ability to work independently and in a team. Experience juggling competing client demands, involving individuals experiencing trauma. Working in a non-profit organization is a plus. Enthusiastic interest in epilepsy and neurological disorders is essential.

**Essential Duties and Responsibilities**

- Maintain a client case-load involving frequent phone and in-person contact.
- Schedule client medical appointments and maintain positive rapport with medical providers.
- Enroll clients in pharmaceutical patient assistance programs.
- Manage client medical records and medical billing statements.
- Enter case notes in client data management system; produce reports.
- Advocate for solutions to client care needs/barriers.
- Other duties as assigned.

**How to Apply**

Email cover letter and resume to B.J. Iacino, Executive Director at [jobs@eabb.org](mailto:jobs@eabb.org). Candidates will be selected for interviews as applications are received.

*EABB is an equal opportunity employer, committed to a policy of non-discrimination for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion or age.*