



Job Title: Medical Clinic Coordinator, RN
Date Last Revised: December 7, 2017
Reports to: Operations Director
FLSA Status: FT, Non-Exempt (32 hrs/week), T +Th 11:30-8 pm, W + F 8:30-5pm

Job Summary

The Medical Clinic Coordinator is responsible for maintaining high quality and efficient medical activities of Genesis Community Clinic.

Duties and Responsibilities

Patient Care

- Work closely with other clinic staff to coordinate patient care
- Oversee chart review and preparation for each week's clinics
- Chronic disease management
- During work hours, be available to assist patients with medical concerns
- Screen potential patients to ensure their needs meet the clinic's scope of practice
- Pray for patients if requested

Personnel Coordination

- Manage medical clinic staff and volunteers to foster high quality and compassionate care
- Coordinate medical outreach activities and special programs
- Orient and train medical volunteers and staff
- Coordinate clinic intern programs with local educational institutions
- Direct work flow for medical clinic
- Fill-in as needed in clinic to ensure patient care is complete

Quality Management

- Define scope of practice and care protocols for the medical clinic in coordination with Medical and Operations Directors
- Develop and maintain medical clinic policies and procedures
- With Front Office Coordinator, maintain medical clinic outcome data

Other Duties as Assigned

Minimum Qualifications

- ADRN
- Licensed as a Professional Registered Nurse in Idaho
- Must be available to work evening clinics twice weekly (T/TH)
- Experience performing nursing assessments and developing and implementing nursing care plans
- Administrative experience
- Ability to supervise and coordinate the work of other volunteers and staff
- Compassion for those facing economic difficulties
- A strongly self-motivated person able to succeed with minimal resources and supervision
- Able to work clinic hours as assigned
- Ability to pray for patients
- A committed Christian, demonstrating a growing personal relationship with Jesus Christ.

Superior Qualification

- At least 2 years of supervisory experience
- At least 2 years of experience in a primary care clinic setting
- BSRN

Working Condition and Physical Demands

- Ability to sit, stand, bend and stoop for periods of time.
- Ability to lift up to 50 lbs on rare occasions
- Ability to work in a fast paced, multitasking, and stressful environment.
- Ability to respond to emergency/crisis situations.
- Exposure to noise.
- Exposure to ill people
- Exposure to blood and/or body fluids.

TO APPLY FOR THIS JOB—Please send your resume and a cover letter to Josh Campbell, Operations Director, at Genesis Community Health—josh@genesisch.org