

Job Description



3550 SW Borland Rd.
Tualatin, Oregon 97062

Position Title: Clinic Manager

Reports to: Executive Director

Compensation: \$15-\$20/hr, Part-time

Summary:

Coordinates the daily operations of the Borland Free Clinic to provide safe, quality, compassionate patient care and effective clinic operations.

Qualifications:

1. Experience working in a medical clinic setting.
2. Be able to foster a culture that celebrates excellence, honors compassion, strives for service to others in a respectful manner, seeks constant growth and learns from mistakes.
3. Willingness to be part of the Clinic Leadership Team consisting of the Executive Director, Medical Director, and Clinic Manager.
4. Be able to lead and work in a team environment with other staff.
5. Be able to utilize basic computer skills and EMR or willingness to learn clinic EMR (Athena)
6. Good physical health and ability to lift objects not exceeding 10-20 pounds.
7. Demonstrates a sincere dedication to the mission and core values of Borland Free Clinic.
8. Bilingual in Spanish and English desired, but not required.

Duties:

1. Return patient phone calls within 24 hours.
2. Schedule patients into the EMR.
3. Schedule volunteer providers and staff for each clinic shift utilizing Volgistics.
4. Assist Volunteer Coordinator in recruiting and training volunteers.
5. Monitor office supply inventory and place orders as needed.
6. Monitor medical supply inventory and work with the Medical Director to place orders as needed.
7. Communicate with the EMR vendor on concerns and ensure all staff are trained and up-to-date on any changes.
8. Ensure all patient and clinic forms are appropriately filed and up-to-date.

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9. Assist in maintaining a good relationship with referral sources and staff from various community partners to ensure access for patients to additional services.
10. Arrive early to clinic to ensure equipment, supplies, exam rooms and lab is ready prior to arrival of providers and staff.
11. Work with the Volunteer Coordinator in evaluating and recognizing clinic volunteers.

The above statements are intended to describe the general nature and level of work performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties or skill required. The Executive Director may need to add or change the duties of this position at any time as clinic and staff needs dictate.

If interested, please email your cover letter, resume, and three (3) references including contact information to: jobs@borlandclinic.org

<http://www.borlandclinic.org/>