

POSITION TITLE: **Clinic Administrative Coordinator**

REPORTS TO: Clinic Director

POSITIONS: 1 Full Time

Location: 72<sup>nd</sup> Street

**POSITION SUMMARY:**

The Clinic Administrative Coordinator is responsible for all aspects of operations in the absence of the Clinic Director. Will assist the Clinic Director with recruiting, interviewing, selecting, evaluating, and training new CCC staff. Collaborates with the Clinic Director in developing and implementing clinic-specific patient/customer services consistent with CHC goals and objectives and clinic-specific policies and procedures. Will be responsible for taking and distributing minutes for clinic meetings. Will assist the Clinic Director with CQI or other projects as needed

**ESSENTIAL FUNCTIONS:**

The following information is intended to be representative of the essential functions performed by incumbents in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities.

1. Responsible for all aspects of operations in the absence of the Clinic Director.
2. Responsible for scheduling and emergency coverage of CCC's and delegating responsibility to CCC Staff.
3. Collaborates with the Clinic Director in developing, maintaining and training relative to specific clinic systems.
4. Performs all CCC responsibilities as set forth in CHC's CCC position description.
5. Oversees daily deposits (to include: change/cash envelopes, till, etc.).

6. Manages eCW Provider schedules/appointments. (Changes must be approved by the Clinic Director)
7. Responsible for daily count/reconciling vaccines daily.
8. Assists the Clinic Director on Monthly Quality Control assessments.
9. Attends all clinic meetings and other meetings as assigned by the Clinic Director.
10. Assures all tasks are functioning as planned and corrects any concerns or problems that may exist in a fast and effective manner.
11. Helps to facilitate a team environment.
12. Responsible for managing the phone system.
13. Performs other related duties as assigned.

**QUALIFICATIONS:**

1. CCC Competency completed and passed.
2. Minimum of two years experience as a CCC/MA
3. Previous supervisory experience preferred.
4. Must have demonstrated written and verbal communication skills.
5. Ability to interact, relate and communicate well with clinic staff and providers; must be an effective team builder.
6. Demonstrated ability to work effectively with all administrative and clinical personnel and management leaders in the development and implementation of clinical principles and policies of practice, performance measures, health care planning, and quality assurance programs.
7. Bilingual capabilities (Spanish-English) preferred.
8. Computer literacy is helpful.