



Job Posting

Position: Clinic Assistant
Job Classification: Regular Employee; Hourly
Hours of Work: 20 hours per week; days and hours variable based on clinic needs & job functions; some evenings
Salary: TBD
Job Relationship: Reports to Program Manager
Carolyn Noack
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To apply for this job: Email a cover letter and resume to Carolyn Noack at carolyn@freeclinics.org.

Position Summary: This position supports vision and immunization programs, performs patient data entry, daily mail management and front desk reception coverage

Job Relationships: Reports to Program Manager; Partners with contract bookkeeper and clinic coordinator

Qualifications:

1. Front office clinic experience including answering phones, customer service, data entry, and office machines.
2. Computer knowledge: Word, Excel, Patient Databases
3. Detail oriented, excellent math skills and accuracy in data collection
4. Basic medical terminology
5. Flexibility in work days and hours to meet clinic needs
6. Spanish speaking
7. Team player with ability to hand multiple situations in order to serve clients and work with volunteers
8. Able to understand and relate to low income populations
9. Ability to handle phone inquiries in professional manner
10. Ability to understand regulatory requirements for provision of care
11. Excellent communication and problem solving skills
12. Compassionate and mission-driven
13. Understanding and ability to apply principles and rules of confidentiality related to patients, administration information, etc.

Duties and Responsibilities:

1. Support all aspects of vision services, including data collection, supply ordering, and scheduling.
2. Support all aspects of immunization services, including data collection, reporting, supply ordering, and scheduling.
3. Provides back-up reception relief at front desk.
4. Performs patient record data entry for patients.
5. Supports daily mail opening and documentation of donations.
6. Provide interpreter services, when requested.
7. Partners with bookkeeper to count/process funds from front desk deposit box.
8. Other duties as assigned by Program Manager.