

**Free Clinic of Southwest Washington  
Job Posting**

**Position:** Medical Clinics Coordinator  
**Classification:** Regular employee, Hourly  
**Hours of Work:** 40 hours per week; days and specific hours to be determined based on clinic needs & position functions  
**Salary:** TBD  
**Job Relationships:** Reports to Programs Manager  
**Contact/ Apply to:** Emily Singleton  
Programs Manager  
4100 Plomondon St.  
Vancouver, WA 98661  
emily@freeclinics.org  
[www.freeclinics.org](http://www.freeclinics.org)

**Application Materials:** Cover letter and current resume

**Position Summary:** This position supports medical clinics operations during urgent care clinics and coordinates front office operations including volunteer coordination, implementing methods to optimize workflow and providing client and patient support.

**Duties and Responsibilities**

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1. Assists with coverage during medical urgent care clinics, including coordination with volunteers, providing adequate referral of patients, assisting volunteer providers and providing patient services, as needed.
2. Coordinates front office volunteers, externs and additional personnel in all aspects of job.
3. Assists program manager in developing ways to optimize clinic operations.
4. Provide lead role in telephone and walk-in reception.
5. Oversees patient chart creating and management.
6. Performs medical assisting functions as necessary.
7. Assists with medication calls, when necessary.
8. Ensures waiting room is orderly, including patient information tables, etc.

**Qualifications**

1. Medical office experience including answering phones, customer services, writing & office machines.
2. Medical Assistant certification, preferred.
3. Understanding of medical office functions.
4. Medical terminology.
5. Spanish speaking.
6. Previous experience in coordinating patient services in a medical office.
7. Previous experience working with volunteers.
8. Computer knowledge preferred.
9. Ability to understand and relate to low income populations
10. Flexibility in work days and hours to meet clinic needs, i.e., days and evenings.
11. Team player with ability to handle multiple situations.
12. Ability to handle phone inquiries in professional manner.
13. Energetic, positive and thrives in collaborative/team environment with diverse skills and personalities.
14. Good communication and problem solving skills.
15. Compassionate and mission-driven.
16. Understanding of HIPAA compliance.