



JOB DESCRIPTION

- Position:** Clinic Coordinator, Evening Clinic
- Supervised By:** Director of the M-POWER Health Center
- Hours:** Part-time: Tuesday, Wednesday, Thursdays from 3:30 PM– 7:00 PM
- General Purpose:** Under the direction and supervision of the Director of the Health Center, the Clinic Coordinator is responsible for the day-to-day operations of M-POWER's evening episodic care clinic. This includes providing direction to volunteers and addressing any issues that arise concerning the operation of the clinic. The Coordinator will be a team-player with the Health Center employees and will work to support and strengthen all M-POWER programs and the organization's mission.
- Job Duties:**
1. Maintain Health Center policies and procedures.
 2. In consultation with the Health Center Director, develop and implement new policies and procedures as necessary.
 3. Serve as the lead medical representative for M-POWER Ministries' evening clinic within the scope of applicable licensure.
 4. Provide day-to-day supervision and scheduling of clinic volunteers.
 5. Coordinate patient referrals.
 6. Provide patient care as necessary and within the scope of applicable licensure.
 7. Maintain acceptable inventory levels for supplies in the clinic and medications for the dispensary.
 8. Work in other areas of the clinic as needed.
 9. Other duties as assigned.
- Qualifications:** Must hold a valid license or certificate for one of the following: CCMA, LPN, LVN, or RN. CCMA preferred.
Must be in Good standing with relevant societies, boards and/or agencies. Ability to work in a fast paced clinic environment. Able to multi-task and deal with frequent interruptions.
- Experience:** Supervisory experience in an outpatient clinical setting.
- Knowledge, Skills and Abilities:**
1. Understanding and support of M-POWER Ministries' missions, programs, and faith tradition.
 2. A member in good standing of a Christian congregation.
 3. Demonstrate compassion for the poor, hurting and marginalized in the community.
 4. Excellent communication and organizational skills.
 5. The ability to work with people from many different backgrounds and social situations.
 6. Ability to maintain confidentiality.
 7. Skills in problem solving, good judgment and the ability to work as a team member.
 8. General computer skills.
 9. Knowledgeable of community resources.
- Disclaimer Clause:** The above job description is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.
- To Apply:** If you are qualified for this position and would like to apply, please send your resume to laura.washington@mpowerministries.org.