

VOLUNTEERS IN MEDICINE CLINIC invites applications for the position of:

PATIENT CARE COORDINATOR

Salary: \$31.84 - \$48.76 Hourly
Schedule: Monday – Thursday (32 hours/week)

Position Summary:

The primary purpose of the Patient Care Coordinator role is to assure that patients at VIM have a high quality, patient-centered, satisfying experience. The coordinator will implement standards of care, coordinate teams that interact with patients, and monitor the process and outcomes of care before, during, and after patient visits. The coordinator will spend approximately one-quarter to one-half of their time on direct patient care.

The Patient Care Coordinator will be responsible for the management of several clinic operations, including care parameters, cultural competency, education, patient satisfaction measures and overall quality assurance parameters and best practices. In addition, the coordinator will oversee clinic volunteers, including recruitment, retention, and management of assigned volunteers. This position establishes short-term and long-range operational goals, objectives, plans and policies subject to the approval of the Executive Director.

Lead clinic operations in accordance with the values adopted by the leadership team; maintain a collaborative, respectful tone for operational staff and volunteers; and model the clinic's mission and values in daily conduct, appearance, and personal interactions.

Supervise direct reports and see that staff roles are covered when they are away from the clinic. Collaborate with the Administrative Office Coordinator to maintain employee personnel files for direct reports. Evaluate employee performance annually on direct reports and make recommendations to the Executive Director regarding personnel changes.

Handle clinical risk management and safety issues and see that the Safety Committee is following OSHA requirements. Take the lead on running the clinic's Safety Committee and adhering to required guidelines and actions.

QUALIFICATIONS:

Current, active Oregon RN license (unrestricted). As part of the screening process Volunteers In Medicine will verify licensure status. 3-5 years nursing experience with direct patient care in a clinical setting and a minimum of 2 years supervisory experience.

******YOU ARE REQUIRED TO INCLUDE A RESUME AND COVER LETTER FOR THIS POSITION. If not included, your application will not be considered******