

CLINIC COORDINATOR

Job description:

Defiance Health - SLV is hiring for a Clinic Coordinator position. This is a clinical & administrative Medical Assistant role, in-person, part-time.

Our Clinic Coordinators are highly-valued members of our team who interact regularly with our patients & are responsible for delivering the exceptional healthcare experience that represents our standard of care. The ideal candidate:

- Resonates with Integrative, Functional, Alternative & Holistic Medicine
- Strives to practice a healthy lifestyle & maintain a professional appearance
- Is friendly, personable, & appreciates the diversity of others
- Is reliable, dependable, honest, & exceptionally discrete
- Is open-minded, coachable, & has a positive life perspective
- Is organized, energetic, & values productivity
- Works well with others & values ongoing learning
- Is articulate with great people skills, maintains professionalism & courtesy at all times
- Is looking for a welcoming office with kind patients & staff

This job has many diverse responsibilities & required competencies:

- Representing & marketing the Defiance Health clinics & brand
- Patient greeter, conducting intake & checkout processes
- Information provider & patient educator
- Scheduler & initial triage of patient needs
- Patient data collection, liaison between patients & providers
- Administrator of paperwork, forms, charts, payment, etc.
- Ordering & stocking of supplies
- Maintain safe, clean, infection-controlled environment throughout the clinic
- Knowledge & sales of Defiance Health products & services
- Accurate & timely record-keeping, charting
- Assisting in back office performing provider-delegated patient care activities including, but not limited to, vital signs, standing orders, intramuscular & subcutaneous injections, routine blood draws, medication dispensing, etc.
- Within the scope of the job, requires critical thinking skills, decisive judgement, & ability to work with minimal supervision.
- Must be able to work in a fast-paced environment & take appropriate action.

Minimum Required Education:

- High School diploma or GED

Required Licensure/Certification:

- Certified or Registered Medical Assistant, valid, current, & in good standing
- Valid, Current Basic Life Support (BLS) Certificate or ability to obtain within 30 days of hire

Minimum Experience:

- 1 year healthcare experience as a Medical Assistant

Preferred qualifications:

- IV (intravenous access) experience/familiarity
- Proficiency with learning & using electronic medical records

Job Types: Part-time, with potential for transition to Full-time

Hourly Wage Estimate:

- \$18.00 - \$23.00 per hour
- The estimate displayed represents the typical wage range of candidates hired & Defiance Health's good faith & reasonable estimate of the range of possible compensation at the time of posting. Factors that may be used to determine your actual salary may include your specific skills, how many years of experience you have, and comparison to other employees already in this role.

Benefits:

- Employee discounts
- Flexibility with work schedule
- Family-oriented workplace

Schedule:

- Day shift
- Weekdays, to be determined, with possibility for weekend hours

COVID-19 considerations:

As a medical office we regularly see sick people and strive to decrease exposure risk and support the immunity of our patients & our staff. We support natural & vaccinated immunity, exemptions, and will maintain compliance with all public health rules, regulations & laws.

Defiance Health LLC is an Equal Opportunity Employer. We are committed to fostering a diverse community of outstanding staff and ensuring equal educational opportunity,

employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity/ expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status. Employees, applicants or other members of the Defiance Health community (including but not limited to vendors, visitors, & guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

To Apply:

- Apply online directly from our website <https://Defiance-Health.com/our-team-1>
- Alternatively, you may send Resume & Cover Letter to Team@Defiance-Health.com
- Position Open Until Filled