



School Based Health center- Clinic Coordinator

Location: Tye

Employment Type: 40 hrs/week; Full-Time

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Would you like to have a career that makes a daily difference in people's lives? Do you want to be part of a caring, respectful, diverse community? If you answered yes to these questions, keep reading!

HealthPoint is a community-based, community-supported and community-governed network of non-profit health centers dedicated to providing expert, high-quality care to all who need it, regardless of circumstances. Founded in 1971, we believe that the quality of your health care should not depend on how much money you make, what language you speak or what your health is, because everyone deserves great care.

Position Summary:

Position will assure orderly operation of school based health center through administrative and clinical functions. This will be accomplished by maintaining close relationships with school community, sister clinics and other partners as well as by providing students with information about community resources.

Your contribution to the team includes:

Administrative Essential Duties

- Order front and back office supplies, including printing supplies, vaccines, medical, laboratory and pharmaceutical supplies, and patient education materials according to HealthPoint procedures and time tables.
- Responsible for facilitating clinic's care team meeting, to include preparing agendas, minutes, reports, etc.
- Apply problem solving skills to address situations that require an immediate response including, but not limited to, issues interrupting clinic flow.

Clinic Essential Duties

- Provide information on clinical services to students, parents and school staff.
- Check-in all patients. Review registration information for new patients and enter data into electronic medical record. Distribute appropriate forms to patients as necessary. Notify provider(s) that patient is ready for intake.
- Ensure accuracy of all patient data.

- Schedule patient initial and follow-up appointments, ensuring efficient use of provider time according to HealthPoint procedures.
- Collect and share medical information between providers or other health care entities to ensure coordination of patient care, consistent with clinic coordinator's credentials.
- Screen and enroll patients into special state programs such as Take Charge and the ARCH program.

Lab Essential Duties

- Responsible for daily quality control checks, processing lab specimens as appropriate, lab invoice reconciliation, stocking the lab with supplies, and monthly reporting.
- Act as primary Vaccines For Children Coordinator for clinic.

Outreach Essential Duties

- Assist in the development and implementation of outreach activities and materials to enhance and improve customer service and client relationships through internal and external relationships. Coordinates, and staffs events and maintains outreach calendar of these events.

Must have's you'll need to be successful:

- Bachelor's degree (BA or BS) from four-year college or university in community health, health administration, related field preferred, or equivalent combination of education and experience.
- Intermediate operating knowledge of computers. Intermediate level of Word and Outlook and beginner level of Excel required.

Proof of immunizations and/or immunity to: COVID-19, MMR (measles, mumps, and rubella), Varicella, Annual Influenza, and TB are required for all employees. Additionally, if you work in a HealthPoint clinic, Tdap (within last 10 years) is required. Hepatitis B. is required for clinical employees with potential exposure to blood/blood products. All immunizations are a condition of employment. Upon hire, employees must provide proof of their immunizations and/or immunity prior to starting or no later than their fifth (5) business day of employment.

Where to gather your records:

- **If you received immunizations in Washington, Arizona, Louisiana, Maryland or West Virginia, you may visit <http://wa.myir.net> to create an account and retain proof of your medical records for the immunity/immunization requirements.**
- **If records do not show any data, please seek guidance from your provider for further assistance.**

HealthPoint is committed to offering all employees a competitive compensation, benefits and several other perks.

- Medical, Dental, Vision, Disability Coverage
- Employee Assistance Program
- Generous PTO Plan
- Paid Holidays
- Opportunity Time Off (extended time off for staff to invest in themselves)

- Retirement Plan with Employer Match
- Voluntary plans at a discount, such as life insurance and identity theft insurance
- Third Party Perks Discounted Movie Tickets, Travel, Hotels, and more
- Growth Opportunities

To learn more about HealthPoint, go to www.healthpointchc.org! #practiceyourpassion

It is the policy of HealthPoint to afford equal opportunity for employment to all individuals regardless of race, color, religion, sex (including pregnancy), age, national origin, marital status, military status, sexual orientation, because of sensory, physical, or mental disability, genetic information, gender identity or any other factor protected by local, state or federal law, and to prohibit harassment or retaliation based on any of these factors.