
COUNTRY DOCTOR COMMUNITY HEALTH CENTERS

JOB DESCRIPTION

POSITION TITLE: School-Based Clinic Administrator

EFFECTIVE DATE: 05/23/2022

APPROVED BY: Brandy Taylor

WORK LOCATION: School-based Health Clinic

We are hiring a passionate and mission-driven Clinic Administrator that will be responsible for the overall coordination and administration of the School-Based Wellness Center at Nova High School.

Nova is an Alternative Learning Experience school authorized by the Office of the Superintendent of Public Instruction. Nova is non-graded and offers innovative teaching and learning approach and each student has a personalized learning plan. Nova is a liberatory learning space where students' voice is centered. The student population identifies as 80% LGBTQ+ and 40% trans or non-binary and includes youth with intersectional backgrounds, specifically LGBTQ+ and/or BIPOC, neurodiverse, and/or low-income

Job Summary

The Wellness Center Administrator position is located at Nova High School and works according to the 10 months Seattle Public School calendar. Essential duties include daily operations of the Wellness Center and working closely with the CDCHC School-Based team, Nova High School students, teachers, administrators, and community partners to best serve our patients and their families.

Responsibilities

Operations Management

- Plan and facilitate clinic planning meetings; training, and team building activities
- Coordinate community outreach and partnerships
- Participate in CDCHC and Nova High School staff meetings
- Manage and respond to fluctuations in patient access, demand, and satisfaction
- Co-coordinate Vaccines for Children

Financial and Contract Management

- Plan, monitor, and manage SBHC expenditures within the budget
- Monitor and communicate productivity to providers
- Ensure contract deliverables are met and the contract is monitored appropriately

Administrative

- Coordinate schedules of medical and mental health providers who provide services at the Nova Wellness Center
- Ensure that all students are checked in an appropriately, and are seen according to their needs and the needs of the providers
- Complete EMR registration of patients and verify insurance coverage

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- Manage inventory of office supplies, including ordering, invoicing, receiving, and stocking supplies
- Oversee all day-to-day administrative clinic tasks, including answering the telephone and email inquiries, greeting visitors, and maintaining student health records

Outreach

- Coordinate and lead targeted outreach activities focused on promoting, integrating, and informing students, families, school staff, and the general school community about the Wellness Center's services
- Coordinate and perform educational outreach activities focused on health promotion and health education to students and families
- Develop and manage materials and announcements associated with outreach activities

Service Coordination

- Serve as the primary point of contact for referrals and service inquiries from school staff and families for Wellness Center services
- Attend school meetings related to the identification and coordination of health support services for students
- If patient needs are outside the scope of our services, educate patients, school staff, and families on other health care and support services available in the community and within the school through student support/intervention systems
- Support additional school initiatives, such as orienting students to careers in the healthcare field
- Coordinate and administer the Nova Wellness Ambassador Internship program
- Promote awareness of the Nova Wellness Center to the staff at the organization's main clinic sites
- Participate in CDCHC internal committees and initiatives
- Other duties as delegated include providing cross-site coverage as needed

Education and Experience

- A Bachelor's degree in Public Administration, Health Care Administration, or Social Work is preferred, but all educational backgrounds are welcome
- Certified Medical Assistants are encouraged to apply
- Computer proficiency in MS Office, Word, Excel, and various computer software programs
- Experience at a high-volume medical office and administrative work preferred
- understanding of the ethics of confidentiality
- Strong spoken and written communication skills
- Experience with Epic (or other electronic medical record systems)
- Experience with AMION (or other scheduling systems)
- Experience working at a school-based health center preferred.
- Experience working with LGBTQ+ youth and neurodiverse populations preferred

Abilities

- Ability to effectively perform the job under high levels of activity, a variety of conditions, and restraints
- Ability to effectively manage time, work independently, prioritize, and follow through with administrative and service coordination tasks
- Ability to demonstrate excellent verbal communication skills and customer service
- Ability to interact and work well with people from diverse cultures and backgrounds
- Ability to develop meaningful and appropriate relationships with students, school staff, and families.

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Salary: \$50,049 – \$66,936.48. Salary is based on experience, paid twice monthly. This is an exempt, full-time position. This position is based on the Seattle Public School calendar. The employee will be required to train during the summer of 2022 to meet the challenges of this position going into the 2022-2023 school year. During subsequent years the employee will have the option to either be paid over the 10 months and furloughed for 8 weeks over the summer or have salary disbursed over 12 months and be included in training or conferences over the summer. Benefits remain intact year-round.

Benefits: We provide a robust suite of benefits to all employees working 17.5 hours a week or more. Benefits include the choice of three medical plans (2 PPO and 1 HMO), two dental plans, short-term and long-term disability insurance programs, as well as life insurance and accidental death and dismemberment coverage. Also, employees have access to flexible spending accounts, subsidizes up to 50 % of the cost of an ORCA pass, and a generous safe harbor 401K plan with a 3 % base employer contribution plus an additional 2% discretionary match, depending on the amount employee contributes. Health benefits are paid for 12 months.

HOW TO APPLY:

We are committed to building a culturally diverse workplace and strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, and persons from other underrepresented groups to apply. Review of applications will begin immediately and continue a rolling basis, but applicants are encouraged to apply as soon as possible. Please send a cover letter (see below) and resume to the Human Resources Department, e-mail to hracct@cdchc.org. Be sure to refer to “**School-Based Clinic Administrator**” in the subject of your email.

Please address the following in your cover letter:

To be considered for this position, you must specifically answer this question in your cover letter.

Country Doctor Community Health Centers is passionate about serving patients of all ethnicities, races, genders, gender identities, languages, and backgrounds, and employing individuals who are equally committed to this mission. To ensure our organization is best serving these populations, we strive to promote policies that enable us to work effectively in all cross-cultural situations, with patients, with our coworkers, and with the community.

How do you think your past or current experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our patients and staff?