

**Clackamas Volunteers in Medicine (CVIM) is a free, volunteer-driven, primary care and vision clinic providing compassionate care to uninsured, low-income adults in Clackamas County. To learn more about our services please visit our website at <https://clackamasvim.org>. We are seeking applications for the following position:**

### **Front Desk Coordinator**

**Job Description:** Coordinates front desk tasks, provides kind, respectful and thorough customer service to diverse and low-income adult patient population, supports clinic administrative functions, trains and mentors front desk volunteers and interns, and serves as a liaison between front office, management team, other staff and clinic volunteers. .8 FTE (32 hours/week)

**Reports to:** Clinic Manager and Executive Director

**Qualifications:** Bilingual Spanish for customer service. Organized, professional, accurate, calm, compassionate, welcoming, discrete and polite. Should be able to be a team member and a good communicator to both staff and patients. Computer literate with Microsoft Word and Excel. Electronic Health Record experience preferred. Reliable transportation, insurance and current driver's license preferred.

**Tasks:** Coordinates front desk tasks such as scheduling, check-in, check-out and confirmation calls. Inventories and orders office supplies, and coordinates facility maintenance issues. Prepares front desk for primary care and vision clinics to ensure seamless operation. Works closely with Patient Care Coordinator and Clinic Manager to facilitate effective patient flow. Works with staff to update policy and procedures for front desk when necessary and works with Volunteer Coordinator to implement training and scheduling of front desk staff and volunteers. Conducts regular front desk meetings to insure effective communication and administrative operations. Is willing to learn other tasks to help out when needed. May involve some driving (short trips).

**Schedule:** The current schedule for the position is:

Monday 10-5:30  
Tuesday 10-5:30  
Wednesday 10:00-6:00  
Thursday 12:00 to 9:00

#### **Salary/Benefits:**

\$15/hour. 3% employer-matched IRA. Paid sick/vacation time. 6 paid holidays. Mileage reimbursement

**Open until filled. To apply send letter of interest and work history to [executivedirector@clackamasvim.org](mailto:executivedirector@clackamasvim.org) , or to:**

**Martha Spiers  
CVIM  
700 Molalla Avenue  
Oregon City, OR 97045**

