

JOB OPENING

JOB TITLE: Medical Assistant/Referral Coordinator
COMPANY: Clackamas Volunteers in Medicine
JOB LOCATION: 700 Molalla Avenue Oregon City, OR 97045

PAY, BENEFITS, SCHEDULE

\$18.00 per hour
Benefits: 401(k)
Part-time, 16 hours/ week
Monday – Thurs, 9 am – 5pm

JOB DESCRIPTION

The Medical Assistant/Referral reports to the Medical and Executive Directors and coordinates volunteer nursing and laboratory staff. The Medical Assistant/Referral Coordinator position is an in-person position, required to be at the clinic during operating hours: Monday - Thursday. Hours per week are 16.

The position responsibilities, under direction, include clinic administrative flow, patient care coordination, nursing, medical assistant and laboratory volunteer staff training, in-vivo scribe volunteer support, specialty referral, and medication assistance coordination, completion and tracking, medical and laboratory supply inventory, and purchasing.

This position is primarily responsible for ensuring a well-organized, professional, and welcoming experience for CVIM patients and volunteers, and a strong clinical skill set with excellent verbal and written communication skills. Back-up for nursing and laboratory volunteers. Competent in various computer skills, electronic documentation, and scanning.

The minimum qualifications require the applicant to have education and experience as a Medical Assistant or Patient Care Coordinator. Bilingual, Spanish-speaking skills are preferred. Excellent and pro-active communication skills and computer skills are required.

DUTIES

Duties may include but are not limited to the following:

- Requests and reviews patient medical information in preparation for the clinic as necessary.
- Coordinates with Patient Care Manager, Volunteer Coordinator, and Clinic Manager to ensure adequate medical staffing and steps in to fill gaps as needed, withinscope.
- Supports in-clinic functions.
- Organizes and oversees monthly insulin review.
- Work Patient Care Coordinator 1 to initiate referrals including but not limited to Project Access Now (PANOW), SCREENWISE, Diagnostic Imaging, Dental, Physical Therapy, and medication assistance. Provides strong advocacy for patients.

- Supports providers by facilitating prescription refills. Supports patients with medication assistance applications, prescription processing and follow-up.
- Provides input on the development and implementation of CVIM patient care procedures and policies; prepares and revises procedures, manuals, and other documents as required.
- Assists with orientation, training, coordination of volunteer nursing, scribe, and laboratory staff to provide quality service to CVIM patients and organizational partners.
- Ensures proper closing/between-patient cleaning procedures for lab, nursing, and medication storage.
- Works with Patient Care Manager to ensure HIPAA compliance and medical record accuracy, lab results review and follow-up procedures.
- Promotes professional and collaborative behavior, a welcoming patient and volunteer experience, and cooperative team efforts among staff and volunteers.
- Steps in to help other staff and volunteers as needed and as within professional scope. Other duties as assigned.

APPLICANT QUALIFICATIONS

- Highschool/GED completion required
- Medical Assisting / Patient Care experience required
- Medical Assisting Certification required (CMA or RMA)
- Reliable transportation required
- Authorized to work in United States required
- Monday – Thursday, 9 am - 5 pm availability required, 16 hours weekly minimum.
- English/Spanish bilingual preferred

COVID-19 PRECAUTIONS

- Remote interview process
- Personal protective equipment provided or required
- Plastic shield at work stations
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

QUALIFIED APPLICANTS, PLEASE SEND:

- Cover letter
- Resume
- Relevant certification or training documents
- Three references

TO:

info@clackamasvim.org
executivedirector@clackamasvim.org