

## Mobile Clinic Coordinator

Ho`ōla Lāhui Hawai`i is a FQHC, non-profit community health organization serving families throughout the county of Kaua'i. We are seeking a full-time Mobile Clinic Coordinator for our medical clinic.

Under the direct supervision of the Clinical Field Nurse, our Mobile Clinic Coordinator is a team player and responsible for facilitating the overall mobile health services offered at Ho'ola Lahui Hawai'i/Kaua'i Community Health Center. The Mobile Clinic Coordinator works closely with other department leaders to ensure operational support for clinical services provided. The Mobile Clinic Coordinator assures the delivery of high quality, culturally sensitive services that comply with all federal, state, and local agency policies and procedures as well as those at HLH/Kaua'i Community Health Center. This position requires competence, professionalism, and the ability to maintain confidentiality in regard to patient care.

### POSITION-SPECIFIC COMPETENCIES/ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES

- This administrative position assists the Clinical Field Nurse with logistics, maintenance, supplies and will serve as the interface with administrative needs such as purchasing etc...
- Responsible for the day-day administrative operations of the mobile clinic including arranging for: maintenance – including:
  - Cleaning and repairs.
  - Agreements with various schools and sites that the clinic serves.
  - Assures adequate supplies on board.
- Mobile Clinic Coordinator must be able to drive the mobile clinic to locations when needed.
- Responsible for scheduling the clinics at locations.
- Works closely with department heads and other internal departments in coordinating the schedules for all mobile health units.
- Assists in developing and maintaining metrics reports to measure success of the use of the mobile health services.
- Maintains, orders, and keeps accurate inventories of clinic and office supplies, as needed.
- Assists with patient registration, scheduling, filing, billing, problem resolution, and other administrative support duties, as needed.
- Ensures cleanliness of mobile health units and communicates repair and maintenance needs to cleaning crew.
- Collaborates with supervisor in the development of departmental policies, procedures, and processes.
- Completes other duties as assigned to Mobile Clinic Coordinator

### POSITION REQUIREMENTS

#### Education/Licensure:

- High School Diploma/GED Equivalent
- Strong aptitude in communication, office/clerical skills and computer applications.
- Class B CDL (to drive mobile clinics). If not currently licensed, must be eligible for company-sponsored licensing.
- Current certification in Basic Life Support and Tuberculosis clearance

#### Experience:

- 1+ year in healthcare, clerical/business, customer service experience in health care setting preferred.
- Ability to work with a wide variety of providers, patients, and staff.
- Cultural sensitivity to our many Hawai'i cultures is very important.
- Flexible, organized, mature, impartial, and ethical.
- Able to communicate clearly and tactfully with others.
- Legible, complete, and timely documentation and charting.
- Ability to problem-solve, set priorities, and work with multiple distractions and interruptions.

#### Physical:

- Reasonable accommodation may be made to enable individuals with special challenges to perform these essential functions.

*Ho`ōla Lāhui Hawai`i is an Equal Opportunity Employer. Employees of Ho`ōla Lāhui Hawai`i and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, age, religion, veteran's status, citizenship, national origin, ancestry, disability, sex, sexual orientation, arrest or court record, marital status, genetic information, gender identity or expressions, domestic or sexual violence victim status, or any other classification protected under state or federal law.*