

## Fauquier Free Clinic Job Description

**Position Title:**                **Patient Care Coordinator**  
**Reports to:**                    Executive Director  
**Hours:**                         Full time, exempt employee

Description: This position works in partnership with the Executive Director to provide leadership to the development, implementation, and evaluation of clinical services consistent with the Strategic Plan as adopted by the Board of Directors. In addition, this position ensures the needs of the clinic and clinic personnel are met.

### Qualifications:

1. Registered Nurse, BSN or equivalent degree preferred
2. AHA BLS Health Care Provider certificate or equivalent
3. Must have strong leadership skills: able to work with people in a variety of positions from volunteers to medical staff and board members; good written and verbal communication skills; able to appropriately delegate tasks, promote team cohesion and provide conflict resolution.
4. Must be detail oriented, organized and have good research and analytic skills to develop and implement appropriate policies necessary for fulfilling Strategic Plan and government and industry regulations.

### Duties and Responsibilities:

1. Serve as the coordinator for patient care activities and services in partnership with the Medical Director.
2. Represent the clinical staff when working with the Executive Director and Medical Director in developing policies and procedures that work toward the fulfillment of the Strategic Plan.
3. Stay current with health care best practices and regulations and inform Executive Director and Medical Director of necessary policy and procedure updates. Work with clinical team to develop policies and procedures to meet those standards and regulations, and then to implement new policies and procedures as approved by the Board of Directors.
4. Serve as the Privacy, OSHA, and Risk Officer for the organization. Ensure compliance and competency training for clinical staff and volunteers using HIPAA and OSHA standards.
5. Recruit and maintain adequate clinical volunteers and staff to ensure efficient execution of clinical services. Coordinate staff and volunteer schedules.
6. Provide new volunteers and students with adequate orientation and training.
7. Ensure staff and volunteers have licensing and credentialing for practice, and that necessary practice agreements are maintained.
8. Coordinate Infection Control and Risk Management programs.
9. In cooperation of the Board of Directors, give recognition and support to clinic volunteers.
10. Schedule and facilitate clinical team communication for the purpose of effective problem solving, planning and service implementation.
11. Coordinate with student training programs to ensure supportive relationships that add value to the Free Clinic and Free Clinic patients are maintained.
12. Collaborate with staff to manage vaccination programs, maintaining proper documentation and reporting.
13. In conjunction with the Nurse Case Manager, build and manage community referral relationships; facilitate patient access to healthcare through the Free Clinic and in the greater community.
14. Support grant funded programs by assisting in the collection of outcome data and quality care information.
15. Respond to after hours service calls as needed.