

Clinical Operations Coordinator

Job Description

The overall purpose is to support the daily operations of the medical clinic and provide administrative support to Medical Leadership, specifically the Medical Director and Nurse Managers.

Responsibilities

- Create and manage daily clinic schedules for all (10) staff providers in electronic medical record. Assist providers/clinic staff in documentation of PTO requests. Responsible for the on-call provider schedule and auditing process.
- Completes daily staffing schedules to support medical clinic operations.
- Coordinates clinical meetings and staff training at the direction of medical leadership.
- Provide general administrative support to Medical Director and Nurse Managers, including managing calendars, scheduling meetings on their behalf, and facilitating communication with internal and external stakeholders.
- Assist in maintenance of contracts with employees and vendors.
- Assist in maintenance of clinical licensing and certification requirements of staff.
- Responsible for the Patient and Family Advisory Council which is a group created to include the patients and their families in the decision-making processes that extends beyond the provider patient interaction during an appointment.

Qualifications

- Bachelor's degree or equivalent experience in the healthcare field.
- Demonstrated commitment to serving the underserved in Memphis.

Special Skills & Knowledge

- Excellent organizational skills and high attention to detail.
- Demonstrated ability to balance multiple tasks and priorities.
- Excellent computer skills, including Excel, PowerPoint, and Word.
- Demonstrated ability to problem solve and analyze situations.
- Strong interpersonal skills that include an ability to work in a team environment.