

# COMPASSION COMMUNITY CLINIC

Supersedes Date: May 2017  
Original Date: October 2013

A FREE CLINIC, PROVIDES FAITH-BASED DENTAL CARE TO THE UNDERSERVED ADULTS IN NORTHERN NEVADA, THROUGH CHRIST JESUS, THE GREAT HEALER  
**CLINIC ADMINISTRATOR (CA)**

Policy Section: JOB DESCRIPTIONS

## SUMMARY OF THE POSITION:

In the absence of the Executive Director (ED) acts on his/her behalf. Provides leadership within the mission, vision and value statements in the daily operations of Compassion Community Clinic (CC Clinic). Acts as a back-up to the ED in the daily operation of CC Clinic. Assists ED with assessing, planning, directing, and evaluating operations.

**REPORTS TO:** Executive Director (ED)

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities will vary depending on what other support staff are in place.

Collaborate with the ED, Lead Dental Assistant (LDA) and Dental Director in provision of safe, quality patient care and effective clinic operations.

Suggest to ED ways to improve patient flow and patient service.

Direct patient concerns/complaints to ED.

### At the direction of the ED, the CA may:

Recruit future volunteers and donors through events at churches and community groups.

Follow up on future volunteers, church and community group opportunities.

Monitor front office supply inventory and ensure orders are placed for necessary front office supplies and equipment.

Develop additional forms needed for patient care and various clinic function. (ED/Board of Directors will have final approval)

Communicate with property management about clinic facility concerns.

Monitor and manage office petty cash.

Assist in maintaining a good relationship with referral sources and staff from various community organizations to ensure access for patients to additional services.

Oversee the maintenance of accurate patient data and health records, paper or Electronic Health Record (EHR).

Assume the duties of the Office Assistant during patient sessions (see Office Assistant Job Description).

### In the absence of the ED during a patient care session, the CA will:

Ensure Pre- and Post-Clinic Checklists (list of what needs to happen prior, during and after a patient session) are followed.

Ensure emergency safety protocols are followed if there is an emergency.

### Assist with weekly office tasks such as:

Create patient schedules.

Return patient phone calls, organize referrals to specialists post clinic.

Assist with editing Policy & Procedures as requested.

### In the absence of a Volunteer Coordinator (VC), the CA may be asked to assume the duties of the VC (see Volunteer Coordinator Job Description), the main Duties being:

Develop a competent volunteer staff for CC Clinic by managing volunteer placement and identifying training needs.

Determine the number and type of volunteers that are required for a clinic session(s) and schedule as appropriate.

## QUALIFICATIONS:

Computer skills that include Microsoft Word, Excel, and willingness to learn Dentrix (EHR)

Organizational skills.

Interpersonal skills, including very good communication skills, for effective work with volunteers, partners and patients.

Ability to remain calm while handling various, simultaneous situations.

Exercises good judgment and decision making skill.

Demonstrates a sincere dedication to the mission and vision of CC Clinic.

*The above statements are intended to describe the general nature and level of work performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties or skill required. In order to continue to manage an effective ministry, leadership may need to add or change the duties of this position at any time.*

*Note: Under NO circumstances will the Clinic Administrator offer medical/dental advice to patients. All medical/dental inquiries will be directed to one of the Dental Healthcare Personnel (DHCP).*

## SPECIAL INSTRUCTIONS TO APPLICANTS:

When you apply please attach:

A cover letter, addressing how your experience and professional qualifications prepare you to support CC Clinic.

A current resume.

## COMPENSATION & BENEFITS:

8-12\* hours a week at \$14 an hour. \*hours may increase as our budget allows.

This position requires a commitment of one year.

If interested, please visit our website [www.nvccclinic.org](http://www.nvccclinic.org), print the volunteer application and mail it, along with your resume and cover letter to: Compassion Community Clinic, 6015 S. Virginia Street, Suite E #368, Reno, Nevada 89502

Signature \_\_\_\_\_

Date \_\_\_\_\_