

# COMPASSION COMMUNITY CLINIC

Compassion Community Clinic is a faith-based clinic providing free dental care to underserved adults in Northern Nevada through Jesus Christ, the Great Healer.

## CLINIC ADMINISTRATOR (CA)

Date: July 2019

Policy Section: JOB DESCRIPTIONS

### SUMMARY OF THE POSITION:

The Clinic Administrator (CA) runs the day-to-day operations of Compassion Community Clinic (CC Clinic), as well as patient sessions. In the absence of the Executive Director (ED), he/she acts on the ED's behalf. The CA provides leadership within the Mission, Vision and Value statements of CC Clinic. They assess, plan, direct and evaluate operations. He/she is responsible for supervising and coordinating personnel.

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

### QUALIFICATIONS:

- Computer skills that include Microsoft Word, Excel, and willingness to learn Dentrix (EHR)
- Organizational skills
- Excellent interpersonal and communication skills for effective work with volunteers, partners and patients
- Ability to manage a number of situations at once, while maintaining a calm demeanor
- Exercises good judgment and decision-making skills
- Demonstrates a sincere dedication to the Mission and Vision of CC Clinic
- At least 2 years of management experience
- Experience with diverse populations
- At least 1 year of college experience
- Ability to offer Christian counsel and encouragement to patients and personnel

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administers CC Clinic patient sessions under the policies and procedures adopted by the Board of Directors
- Maintains administrative reports and statistical information on all aspects of CC Clinic
- Assists Patient Coordinator (PC) in scheduling patients
- Maintains accurate and confidential patient data and Electronic Health Records (EHR)
- Supports ED and Back office Manager (BOM)
- Compassionately interacts with CC Clinic's diverse patient population and handles patient concerns and complaints appropriately, promptly reporting significant patient and personnel concerns to the ED
- Orders and maintains front office supply inventory
- Works with BOM to ensure patient sessions are run in line with CC Clinic's commitment to the highest standards of dental care
- Assists in maintaining good relationships with the dental community
- Maintains open communication with property management
- Develops additional forms needed for patient care and various clinic functions (ED/Board of Directors will have final approval)
- Ensures Pre- and Post-Clinic checklists are followed
- Knowledge of and ability to execute safety protocols in case of an emergency
- Assists the ED in creation of annual budget
- Schedules and attends Quality Assurance Committee meetings (QAC) with the ED, the Dental Director and the QAC Hygienist
- Reviews job descriptions and CC Clinic policies annually with the ED

*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 inquires will be directed to one of the Dental Healthcare Personnel (DHCP).*

**SPECIAL INSTRUCTIONS TO APPLICANTS:** When you apply please attach the following in an email to [info@nvccclinic.org](mailto:info@nvccclinic.org): (1) A cover letter that includes how your experience and professional qualifications prepare you to support CC Clinic. (2) A current resume. (3) The Volunteer/Employee Application. (4) Signed Statement of Faith. (5) Letter of recommendation from your Pastor.

**COMPENSATION & BENEFITS:** Full-time salary \$35,000-45,000 annually without paid benefits  
This position requires a commitment of one year.

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Signature

\_\_\_\_\_  
Date