

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: June 12, 2017
TITLE: Clinic Coordinator
FTE: M-F (8-5)
SITE: Wagon Mound Clinic (MWF) /Roy Clinic (TTH)
SUPERVISOR: Rose Vasquez, Regional Administrator

RESPONSIBILITIES:

Under the supervision of a Regional Administrator is responsible for the overall daily operations of the clinic facility to ensure that all administrative tasks are completed in an accurate and timely manner.

EDUCATION:

High school diploma or GED equivalent.

EXPERIENCE:

Three (3) years experience in a health care office or related facility. Minimum of one year medical experience or medical terminology.

PREFERRED:

AA or AS degree in business, finance, nursing, or other closely related field.
Knowledge and use of Electronic Health Records (EHR).

KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Ability to perform duties and responsibilities with dignity, calm, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
- 2) Organizational and analytical skills.
- 3) Knowledge of medical office flow and billing procedures.
- 4) Knowledge and Ability to use Access, 10 key punch, Power Point, Microsoft Suite and Outlook.
- 5) Communication must be correct, clear, and understandable.
- 6) Ability to work with staff around problems affecting provider scheduling, patient flow, and patient/public interaction.
- 7) Ability to listen and evaluate component parts of communications, in order to reach accurate and objective conclusions
- 8) Ability to relate data elements, and ability to evaluate discrepancies in data and documents using defined sources of information, attention to detail.
- 9) Ability to understand and evaluate theoretical concepts and translate them into clear directions and courses of action
- 10) Ability to explain procedures and processes, both orally and in written form.
- 11) Ability to Communication must be correct, clear, and understandable.
- 12) Ability to drive to outlying locations.
- 13) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

EOE/M/F/D/V/Drug-free Workplace

Interested individual must submit an updated employment application to Human Resources via email to: hr@ecfh.org or US Postal Mail to ECFH Box 158, Española, NM 87532; or Fax to 505-747-8943.

DEADLINE: Open until filled