



Job Title: Clinical Coordinator
Reports to: Central Clinic Director

***The Clinic Director will work in tandem with the local Center Director**

This position requires a unique combination of skills and abilities, beginning with exceptional people skills including the ability to lead with compassion and honesty with utmost professionalism. Also needed are excellent communication and computer skills and the ability to relate with staff and clients in a positive manner.

Full time hours, 36+ a week
Responsibilities:

Medical Qualifications

- LPN or RN with current license in state of Michigan
- On the job nursing experience in clinical and administration
- Knowledge regarding sexually transmitted infection, fetal development and pregnancy
- Office Management skills
- Good reputation in the medical community
- SRA certification (to be obtained within one year from hire date)

Program Support

- Ensure each program is functioning in line with the mission and vision of Alternatives 501©3 Non-profit Group
- Oversee operations of local Pregnancy Clinic program
- Oversee operations of local STI Clinic program
- Oversee operations of local Ultrasound program
- Oversee the Mentoring program if applicable
- Oversee internships for Clinic
- To be a resource for Alternatives clinic regarding community resources
- Keeping up to date resource information as it relates to the “Resource Book” and relaying this information to volunteers

Administrative Support

- Work with Central Clinic Director to give feedback and ideas for evaluation
- Oversee and work with Administrative Assistant to manage supplies and equipment for local clinic needs
- Keep inventory and order all needed medical supplies
- Update Center Director and Central Clinic Director once a week to be determined
- Gather and compile monthly report for the Center Director and Clinic Director
- Publish various communications for monthly volunteers workforce as well as community updates

- Public relations, including presenting a positive image of clinic and its philosophy to the community
- Attend appropriate conferences, workshops and seminars as directed by the Center Director and Central Office
- Develop, plan and evaluate personal and organizational goals in conjunction with the Center Director and Central Clinic Director
- Responsible for client data entry using the current online system with assistance from the Administrative Assistant
- Have a clear understanding of policies and procedures

Clinic Support

- Oversee and manage client services paperwork and data entry
- Oversee and manage local content of pregnancy packet
- Support staff/volunteers by advising clients
- Actively pursue client follow up per Clinic Standards
- Provide nursing care for medical services including, Ultrasound and STI screening
- Liaison to Central Office and local Medical Provider for local clinic functions
- Oversee yearly update of the Material Safety Data Sheet (MSDS) binder

Advisor and Clinical Staff Support

- Assist in recruitment of clinical staff including physicians, nurses and sonographers for the local clinic
- Perform interviews for volunteer advisors, nurses and sonographers
- Manage personnel records for all advisors and clinic staff for the local clinic
- Assist Clinic Director in scheduling and preparing for quarterly in-service training for volunteer advisors and clinical staff
- Plan and execute in-services for local teams as determined with Clinic and Center Director
- Oversee and monitor the performance of advisors and clinical staff for the local clinic
- Train and mentor of all new advisors, RN/LPN and clinic volunteers
- Work with staff to plan and execute annual advisor and clinical staff appreciation for the local clinic
- Oversee the Clothing Room Coordinator volunteer and Administrative Assistant for Mom to Mom sales

Qualifications:

- Member or regular attender of a Bible based church
- In full agreement with Alternative's Statements of Faith, Mission, Principles and Values
- Strong pro-life convictions
- Registered or Licensed Practical Nurse in good standing
- Understands importance of and is able to function within HIPAA regulations
- Previous experience with a Christian non-profit organization is a plus
- Good leadership (includes teachable and good listening skills)
- Strong interpersonal skills
- Well organized and self-motivated

- Working knowledge of computers and MS Office Suite

Compensation:

- Vacation benefits
- Holiday pay
- Sick pay