**Department:**  Clinical Support

**Status:** Regular or Temporary, Full-time or Part-time

**Overview:** Under the general direction and supervision of the Nurse Manager/Clinical Support Supervisor, this position performs a variety of ancillary support activities.

**Minimum Qualifications:**

**Education:** High school diploma or equivalent.

**Experience:** One-year recent medical or dental experience in an outpatient setting. Certified Nurse Aide license or experience may substitute. Cultural competence in working with diverse populations required. Current certification in BLS.

**Essential Functions**:

1. Oversees the clinical areas to include terminal cleaning and stocking of exam rooms and other patient care areas weekly.
2. Orders, receives, inventories, distributes and stocks medical supplies, vaccines and laundry.
3. Performs quality control according to protocol and follows-up abnormal findings including daily refrigerator/freezer temperatures logs, daily lab QC, etc.
4. Assists Nurse Manager(s) with oversight of clinical compliance with special programs, among these immunizations/VacTrak, etc.
5. Organizes and cleans medication room, to include logs and inventories.
6. Cleans, packages and sterilizes instruments.
7. Stocks and maintains employee Personal Protective Equipment and other facility supplies (i.e. patient gowns, provider coats, scrubs, mats, etc.).
8. Participates in ongoing continuous quality improvement activities.
9. Complies with center’s policies and procedures.
10. Participates in meetings.
11. Utilizes personal computer.
12. Other duties as assigned by Nurse Manager /Clinical Support Supervisor.

**Knowledge, Skills and Abilities:**

* Current computer skills.
* Knowledge of common office equipment (copier, fax, printer, etc.)
* Excellent oral and written communication skills.
* Ability to organize and prioritize tasks.
* Ability to work under pressure.
* Strong attention to detail and problem solving skills.
* Ability to work independently and as a team member.

**Location:** Position is based in [location]; however, position responsibilities may require travel [other locations]. Position may require working occasional evenings and weekends.

**Supervision:** This position has no supervisory responsibilities

**Immediate Supervisor**: Nurse Manager/Clinical Support Supervisor**;** in his/her absence,ChiefMedical Officer

**Physical Demands/Working Conditions:** General office/clinic conditions are pleasant; good, clean working conditions where accident and hazards are negligible; requires short periods of moderate lifting, pushing or pulling objects up to twenty pounds. Clear diction and acute hearing are necessary for effective communication with the staff and public.

**OSHA Classification I:** Normal work routine involves potential for mucous membrane or skin contact with blood and/or body fluids; use of appropriate protective measures is required.