



Clinic Supervisor

(Full-Time / Part-time / Job Share)

The Achievable Foundation (aka “Achievable”) is a nonprofit Federal Qualified Community Health Center whose mission is to provide high quality, integrated care to individuals with intellectual and developmental disabilities, their families, and other vulnerable populations.

JOB SUMMARY

Under the direct supervision of the Operations Manager, the Clinic Supervisor is responsible for serving as a nursing team leader to coordinate the activities of the medical assistants, optimize workflows, deliver patient care, and excellent customer service.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide guidance to Medical Assistants by identifying problems and appropriate solutions.
- Assist with the completion of Medical Assistant competencies and medical equipment training.
- Provide second verification for vaccine and medication administration per policy and procedure.
- Conduct monthly inspection of the emergency kit and assist in medical emergencies.
- Conduct monthly inspection for any expired medications or supplies and order medical supplies in a timely manner.
- Act as the Vaccine Coordinator for the Vaccine for Children program.
- Assist with audits conducted at The Achievable Foundation.
- Effectively manage patient and clinical workflows.
- Provides education to patient/families in a culturally sensitive and appropriate manner.
- Maintain point of care test quality controls and vaccine temperature logs.
- Collect blood and other specimens for testing and submit completed lab requisitions.
- Assist provider as needed during the examination and treatment of the patient.
- Follow proper protocols for cleaning contaminated areas as well as for handling and disposing of bio hazardous materials.
- Clean and sterilize equipment and consistently adhere to infection control policies and procedures.
- Administer immunizations and medications per policies and procedures.
- Answer incoming telephone calls in a prompt and courteous manner, and handle each call appropriately.
- Accurately obtain and enter all essential information needed to complete a scheduled appointment.
- Schedule patient appointments, verify insurance, and update all relevant patient information using an EHR system.
- Accurately obtain and route messages for department personnel.
- Provide accurate and consistent information regarding the services at The Achievable Foundation.
- Provide translation services when needed.
- Provide front office coverage by performing duties such as greeting, verifying eligibility, and checking-in when needed.



- Assist with medical record request from doctor offices, specialist, hospitals, and other agencies when needed.

QUALIFICATIONS

- Must hold, minimally, a current LVN license (RN license, preferred) in the State of California.
- Must possess current BLS/CPR card.
- Must possess strong interpersonal skills and must have the ability to problem solve effectively and make independent judgement.
- Ability to serve as a role model for professional conduct and practice.
- Ability to establish and maintain strong working relationships.
- Ability to delegate to others.
- Ability to conduct trainings in a group and one-on-one.
- Ability to serve as a resource to providers, medical assistants, and support staff of Achievable.
- Ability to assess medical assistant competencies.
- Ability to administer immunizations and accurately log lot numbers, expiration dates, and doses.
- Strong skill sets in point of care testing (i.e. Snellen, audiometry, fingerstick, venipuncture).
- Ability to speak and write in English and Spanish.
- Ability to document information consistently, timely, and accurately.
- Ability to relay provider instructions to patients and/or caregivers.
- Ability to address sensitive issues with tact and diplomacy.
- Ability to work with a diverse population coming from various socio-economic backgrounds and abilities.
- Must have good working knowledge of computer applications and have the ability to type at a moderate speed.
- Ability to maintain patient confidentiality and adhere to HIPAA regulations.
- Ability to understand and adhere to The Achievable Foundation policies and procedures.
- Knowledge of an electronic health record strongly preferred.

PHYSICAL DEMANDS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required.

Interested candidate should send cover letter and resume via email to employment@achievable.org. Please be sure to include the job title in the subject line.