



## Job Announcement

### Health Center Supervisor

# ASPIRE ACHIEVE INSPIRE

Are you passionate about making a difference in the lives of others?

Are you interested in diminishing health disparities?

If so, "Achievable" is the place for you!

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.

**Salary:** \$65K - \$75K, DOE

Benefits: medical, dental, vision, chiro, life insurance (100% for employee) EAP and 403B Retirement Plan

### POSITION SUMMARY

Under the direct supervision of the Chief Medical Officer, the Health Center 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.
- 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.

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- Schedule patient appointments, verify insurance, and update all relevant patient information using an EHR system.
- 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.

Learn more about how Achievable meets the special needs of children and adults with developmental disabilities by viewing the link [Achievable video](#) or by visiting our website at [www.achievable.org](http://www.achievable.org)

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

Achievable is an Equal Opportunity Employer

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