



Clinical Coordinator – Bilingual

Cross Over Healthcare Ministry offers comprehensive healthcare services to patients who are low income and do not have medical insurance. Our full time clinics are located on Cowardin Avenue in South Richmond and Quioccasin Road in Western Henrico County.

Cross Over Healthcare Ministry's Mission: provide high quality healthcare, promote wellness, and connect community talents and resources with people in need in the name of Jesus Christ.

Cross Over Healthcare Ministry's Vision: A healthy, vibrant community where every person is restored by the compassionate, healing love of God.

Overall Responsibility: To support the Cross Over clinical team, providing assistance to Cross Over Healthcare Ministry patients and medical providers.

Reports To: Medical Clinic Manager

Classification: Full Time, Non-Exempt

Key Responsibilities:

- Schedule, mentor, manage and train volunteer nurses and medical assistants;
- Maintain inventory of clinical supplies and order supplies as needed;
- Arrange examining room instruments and equipment, maintain supplies and equipment, keep examining rooms neat and clean;
- Take medical histories and record vital signs;
- Enter data into electronic medical system;
- Explain treatment procedures to patients, preparing patients for examination;
- Assist physician (or other clinician) during the examinations and gynecological procedures and minor surgical procedures;
- Provide medical interpretation;
- Provide assistance to clinicians with electronic health records system;
- Administer rapid HIV testing, VDH reporting.
- Draw blood, take electrocardiograms, remove sutures, and change dressings;
- Collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments;
- Instruct patients about medication and special diets; prepare and administer medications as directed by a clinician;
- Authorize drug refills as directed, telephone prescriptions to a pharmacy;
- Assist clinicians with patient communications – phone calls, emails or other messaging. ;
- Assist with evaluation and processing of in-kind donations of clinical supplies and equipment.

Hours: 40 hours per week. Generally 8:15 – 5:00, but some evening and weekend work will be required.

Key Qualifications:

- Strong interpersonal skills.
- Spanish or Arabic preferred.
- Ability to manage multiple priorities.
- Ability to function as part of a multicultural team.
- Knowledge of computers and various software applications.
- Desire to provide quality care to the poor.
- Certified Medical Assistant or LPN.