

Mariam Clinic Administrative Assistant - Job Description

Mariam Clinic provides free health care to those who are struggling to make ends meet and cannot afford adequate medical care. Mariam Clinic provides services to adults (age 18+) who are at or below 200% of the poverty level who do not have any health insurance. We are in Cary and open Sunday by appointment only. We are closed all major holidays. Currently we are utilizing telemedicine due to Covid

The person in this position is responsible for supporting the Clinic Director to ensure the smooth functioning of the clinic. The Administrative Assistant will take primary responsibility for managing volunteers and will be fully trained in the duties of the Director. This is a part-time job position with an average of 20-25 hours per week with a rate of \$18/hr. The candidate must have a health care certification e.g.: LPN, Phlebotomist. The candidate would be in the clinic on Sunday (when open) and the remaining duties are performed at home.

Volunteer management responsibilities:

- Create the volunteer schedule
- Send reminder message to volunteers before the clinic each week, communicating starting time and other details as appropriate
- Maintain up to date volunteer files with Applications, HIPAA and OSHA certifications, immunizations, certifications, and photo ID
- Communicate with potential volunteers, screen applications, maintain volunteer wait list
- Communicate any changes to clinic operations or updates on common mistakes to current volunteers
- Maintain volunteer records

Director support responsibilities:

- Available 1-2 full days through the week to cover the clinic remotely
- Learn essential tasks of the Director, including processing Project Access/UNC Charity Care Applications, maintaining the call log, screening new patients
- When notice is provided and a timeline has been agreed to, cover the clinic for the Director while on vacation
- In the case of an emergency, cover the Director position during clinic

Clinic management responsibilities:

- Maintain an accurate log of volunteer login information
- Assist with clinic set-up including setting up laptops, putting out signs, updating software as needed (ex: Athena, Norton install, etc.)
- Oversee volunteers during the clinic, answer questions, assist as able
- Act as a filter for the Director – when patients or volunteers ask to speak to the Director address any issues that can be resolved without being escalated
- Train new volunteers – this can be delegated to senior volunteers, but the Administrative Assistant will observe the new volunteer and act as a final sign-off before scheduling the volunteer independently

Resumes can be submitted to mariamclinicdirector@gmail.com