



<b>Job Title:</b>	Clinic Manager	<b>Travel Required:</b>	Yes
<b>Department/Group:</b>	Homeopathic Community Clinic	<b>Position Type:</b>	17 hours per month (12 months – Grant Specific)
<b>Location:</b>	Penobscot Community	<b>Level/Salary Range:</b>	\$18.00 - \$23.00
<b>Date Posted:</b>	March 29, 2021	<b>Posting Expires:</b>	Until position is filled
<b>EMAIL:</b>  Nicole Altvater nicole@nibezun.org		<b>APPLICATION:</b>  Online form: <a href="https://forms.gle/HuKvc2dCrmewr3DS9">https://forms.gle/HuKvc2dCrmewr3DS9</a> Download at: <a href="https://bit.ly/3cmPy1U">https://bit.ly/3cmPy1U</a>	
<b>Project Overview</b>			
A 1-year pilot telehealth Homeopathic Community Clinic that meets once a month providing homeopathic services to the Penobscot Community. This project is a community partnership between Homeopaths Without Borders (hwbna.org) and Nibezun (nibezun.org).			
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>  The Clinic Manager is a medically experienced person with skills in clinic and patient care management. They are responsible for enrolling patients, arranging appointments, ensuring patient records are accurate and complete, providing access to video conferencing, and communicating with the homeopaths regarding the clinic schedule and the patient records.  Patient care responsibilities include dispensing the prescribed medicine, fielding questions from the patients, performing follow-up calls to patients as needed, and coordinating follow-up care, such as appointments for the next clinic and/or outside referrals.  The Clinic Manager reports to the Medical Director (HWB) regarding patient questions/concerns and clinic operations.			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b> <ul style="list-style-type: none"><li>• High School Diploma or G.E.D.</li><li>• 1-2 years of experience in clinic and patient care management.</li><li>• Team-oriented.</li><li>• Good interpersonal and communication skills.</li><li>• Prior experience with intake and follow up procedures.</li><li>• Self-direction, organization, motivation, and attention to detail required.</li><li>• Current Maine Driver's License required.</li></ul>			
<b>HOW TO APPLY:</b>  Apply online at: <a href="https://forms.gle/HuKvc2dCrmewr3DS9">https://forms.gle/HuKvc2dCrmewr3DS9</a> Download application at: <a href="https://bit.ly/3cmPy1U">https://bit.ly/3cmPy1U</a> Submit completed application and resume to nicole@nibezun.org			