



# Clinical Coordinator 1

## Job summary

The [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) is responsible for the daily leadership and clinical oversight of the Clinicians and Lead Clinicians to ensure that patients receive clinically-appropriate care. Provides leadership to create and sustain a relationship-based therapeutic milieu in the program setting. Ensures the professional capacity, therapeutic and cultural competence of the clinical team and residential staff by providing training, feedback and clinical supervision. Directs agency's compliance with the Health Insurance Portability and Accountability Act (HIPAA). Coordinates the clinical department's Performance Quality Improvement (PQI) process to measure, assess and improve service delivery effectiveness. Assists the Deputy Director with other projects and duties as assigned.

## Responsibilities

Oversees all clinical services provided within the program, supervising the Lead Clinicians

Ensures quality measures and outcomes are met in accordance with best practice and therapeutic standards

Works with other program area Leads or Directors to ensure service delivery, safety plans, regulations and guidelines are followed and maintained

Facilitates collaborative working relationships with the all clinical staff, multidisciplinary teams, community partners, service providers, management, and staff to ensure the needs of the residents/children and program goals, objectives, and services are being met at the highest quality, work within the established ethical boundaries always

Works as a team player and exhibit professional behavior and a positive attitude with both internal and external clients that reflects positively on the Agency and is consistent with Agency policies and practices

Actively participate in exhibiting cultural awareness and sensitivity when interacting with children, parent(s)/guardian(s), staff, and the community

Other duties or special projects as assigned

## Requirements

Master's Degree in Psychology, Counseling, Social Work or other related field required

Independently Licensed in Psychology, Social Work, Counseling or related field

3 years of experience preferred

Bi-lingual English/Spanish required

Must be at least 21 years of age

Ability to obtain fingerprint clearance card, CPI, CPR and First Aid cards

# Clinical Coordinator 2



## Job summary

The [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) provides expert professional nursing guidance related to staff training in assessments, care plans, implementations and competency evaluations. Participates in placement of quality clinical staff responsible for patient care, knowledge of basic nursing principles, ethics and practices. Works closely with management of the multiple departments and demonstrates ability to solve problems.

## Responsibilities

Provide guidance for clinical staff and care of patients within the assigned clinical areas; maintain economical and efficient departments.

Plan for and evaluate total nursing care; identify nursing problems and take corrective action.

Maintain proficiency by developing standardized procedures and techniques within departments and the market as a whole.

Participate in workshops, seminars, in-services and other aspects of continuing education.

Keep department personnel aware of clinic policies and procedures.

Report departments' activities, problems, and corrective steps taken to manager and Administrator.

Responsible for implementation of clinical departments within new practices. Develop program to measure proficiency and competency for all MAs, LMRs and Nurses.

Serve as an expert in Laboratory implementations and manage the regulatory requirements, equipment and inventory control.

Serve as market resource for CPR training and monitor adherence to training requirements.

Monitor schedules and coverage.

Maintain effective staffing for the department; coordinate float and replacement personnel coverage with Managers; ensure all clinical personnel are aware of cross coverage assignments in a timely manner.

Assist as part of the interview team when hiring new clinical staff employees.

## Requirements

Formal training that will be indicated by a graduation certificate from an accredited RN school of nursing;

Current State RN licensure;

Previous supervisory experience in a health-care setting and/or experience in clinic-based nursing;

CPR, BLS and ACLS certification;

Ability to communicate effectively orally and in writing; dedication to patient satisfaction;

Ability to work compatibly with physicians and other staff members;

detail oriented.



# Clinical Coordinator 3

## Job summary

The [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) provides support and supervision of the quality of patient care as a member of a multi-disciplinary team. He/She also is responsible for the safe and effective operation of clinical services days, evenings and/or weekends. Assists with staffing and scheduling. Direct oversight of all clinical staff working within the units during their assigned shifts.

## Responsibilities

Oversight, supervision and quality assurance of all mental health and clinical services, including record keeping and direct services.

Collaborates with the [Program Director](https://100hires.com/program-director-job-description.html) to facilitate team case conferences on a weekly basis to ensure coordinate implementation of treatment plans and service utilization.

Uses clinical assessment tools accurately, assessing each patient's psychological, psychosocial, safety and educational needs.

Appropriately documents all client interaction into the record for continuity of care.

Facilitates crisis de-escalation sessions with clients as needed.

Provides supervision and mentoring to the clinical staff on the shift

Participates in programming by providing individual and group counseling.

Communicates with inter-disciplinary departments, including and nursing, regarding new admissions as well as sharing clinical observations on unit to ensure collaborative treatment approach.

Performs employee counseling and communicates incidents to the Clinical Supervisor.

This job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Requirements

Master's degree with a major in chemical dependency, psychology, social work, counseling, nursing (with a clinical specialty in the human services) or other related field

Two years' supervisory clinical experience in a health/human service agency

Certified addiction counselor + three years supervisory clinical experience

Excellent organizational skills and the ability to prioritize workload



# Clinical Coordinator 4

## Job summary

The [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) is responsible for providing developmental and support curriculum to incoming and current employees as it relates to overall patient care.

## Responsibilities

Coordinating, scheduling and instruction of CPR, ACLS, CME and other classes offered to employees and outside customers.

Ensure the successful onboarding, orientation and continuing education / training of the entire employee group.

Assist and oversee administrative and operational aspects of new employee orientation.

Provide instructional support for all aspects of training, education and remediation.

Assist with education and training of employee's related to clinical standards and skill maintenance.

Perform field ride-a-longs to assess current clinical skills and environment as designated by the director of the department.

Tracking and trending of clinical issues identified through PCR audits and Quality Assurance Reviews.

Active participation in quality, safety, and training initiatives.

Functions as a professional ambassador to our partners in the community.

Completes required written reports within established time frames and communicates actions to direct report.

Prompt and regular attendance at work.

Other duties as assigned by the department director.

Ensure compliance with all local, state, and federal laws as well as company policies and procedures (1.e. HIPAA, MedFleet Employee Handbook, OSHA, etc.).

## Requirements

Three years' experience as a pre-hospital Paramedic

Must be a current Certified [Paramedic](https://100hires.com/paramedic-job-description.html) with no field restrictions

Exceptional clinical skills and critical thinking abilities

Strong communication skills

Proficiency with computers, learning management systems, etc.

Ability to obtain AHA, NA [EMT](https://100hires.com/emt-job-description.html) instructor rating within 90 days.



Supervisor or Field Training Officer experience

Current instructor certifications (ACLS, BLS, PHTLS, EVOC, etc.)

Previous educator experience

Quality management experience (medical and/or non-medical)

AS Degree or higher, preferably in EMS or other related field

## Clinical Coordinator 5

### Job summary

The [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) is responsible for planning, developing, monitoring, and leading clinical pharmacy activities and services that support the safe, effective, and appropriate use of pharmaceuticals.

### Responsibilities

Coordinates the provision of daily clinical pharmacy services.

Provides, coordinates, and evaluates staff opportunities for practicing pharmacists.

Recommends opportunities for new or expanded clinical services and promotes medication safety.

Monitors clinical productivity levels to ensure proper utilization of staff and resources.

Conducts new hire and annual competency evaluations of pharmacist clinical skills and provides performance review input to the Manager of Pharmacy.

Coordinates the scheduling of pharmacists and pharmacy technicians to ensure the needs of the organization are being met while monitoring productivity and optimizing financial performance.

Oversees the rotation experiences offered to students from Schools of Pharmacy and delegates student preceptorship assignments to clinical pharmacists as appropriate.

Provides clinical and technical support to the Manager of Pharmacy and Therapeutics Committee.

Assist with developing, implementing, and maintaining the drug formulary as well as pharmacy/hospital policies and procedures pertaining to medications and clinical services.

Conducts and reports Drug Use Evaluations and evidence-based literature reviews for medication therapy and new drug requests as well as evaluating order sets to comply with current evidence-based practices.

Assist the Manager in coordinating and providing oversight for the development, implementation, integration, and maintenance of automation and technology to assure the safe and appropriate use of medications.

Promotes effective communication concerning medication use applications by working closely with automation and technology vendors as well as hospital IT and pharmacy staff.

Coordinates the development and provision of training and staff development materials and processes related to pharmacy automation and technologies.



Participate in the ongoing monitoring of contracts and programs of suppliers of prescription pharmaceutical services.

Provides analysis and recommendations to support expense management initiatives.

Facilitate required internal process and system changes to ensure successful implementation and patient safety.

## Requirements

MO Board of Pharmacy State License, Pharm D. required.

Minimum 1 year of supervisory experience preferred.

Hospital experience with therapeutic drug monitoring experience desirable.

## Clinical Coordinator 6

### Job summary

The [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) position as part of the department is responsible for assisting the coordination of activities related to the preparation, procurement, packaging, labeling and assembly of clinical trial materials.

The role of a [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) is critical to the end user which are our patients. It directly affects patients' risk and safety if batch records are incorrect or not on time. Quality, Safety and Right First Time and on-time delivery is a must to be successful in this role!

### Responsibilities

Assist Project Managers with development of clinical, stability, and commercial packaging protocols and materials.

Support project timelines as directed by Management ensuring that key project milestones are met and projects progress in a satisfactory and timely manner.

Create batch records based on project source documentation from Project Management including primary, secondary labeling and kitting and assembly. Create Change Orders and drive resolution to changes required during production.

Client interaction and communication to facilitate responses to customer questions and provide batch records etc., as required.

Deliver the packaging documentation within agreed upon timelines, ensuring Right First Time. Work with Label Control to obtain item numbers for labels and randomization copies for batch records.

Coordinate receiving and distribution activities, related to item master requests, zero dollar PO generation, Shipment request completion, as required.

## Requirements

A high school diploma or GED is required. Associates or Bachelor's degree is preferred.

Must possess verbal, written, and interpersonal communication skills appropriate for a business environment.



Must be computer literate with past experience using spreadsheets and word processing programs.

1+ year of experience working in a cGMP environment is preferred.

Experience working in preparation of packaging batch records, packaging, labelling, assembly and distribution of clinical trial materials is preferred

Must have ability to work with minimal supervision. Must be detail-oriented and organized, with an emphasis on quality.

Walking, sitting, standing, ability to differentiate colors.

## Clinical Coordinator 7

### Job summary

The [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) manages all aspects of clinic operations in the department to include staff and providers. Able to assist all departments in the clinical aspect of providing outpatient clinical care.

### Responsibilities

Provides leadership and direction for day-to-day clinic operations.

Ensure clinic compliance with regulatory agencies.

Provides onboarding for all new providers and staff.

Works with other clinic departments for smooth cohesion and service lines for the benefit of patients.

Develops and maintains provider management relations, provider access, scheduling, and processes.

Ability to remain flexible and versatile in a rapidly changing environment and adapt quickly to changing circumstances.

Ability to analyze the whole big picture and develop the best workflow for the benefit of patients, staff, and providers.

Be able to change and motivate behavior style/method or approach when necessary to enhance clinic operations for the patient, providers, and co-workers.

Make timely and sound decisions based on an analysis of information, experience, and logic. Able to apply complex concepts, develop creative new solutions, or adapting previous solutions in promising ways. An understanding of billing, coding and established metrics desired.

Support transformational change to move the practice and providers forward.

Serves as clinical liaison for pediatrics, ob/gyn, allergy as requested. Assists in these departments in writing clinical protocols. Assists in training clinical staff as needed.

Able to hold people accountable to standards of performance or ensure compliance using the power of one's position or force of personality appropriately and effectively with the long term good of the organization in mind.

Have excellent communication skills to include written and spoken communications as well as body language in formal and informal situations to convey meaning, to build shared understanding, to motivate others, to positively influence others.



Listens to others and effectively communicate in a clear and concise manner.

## Requirements

Preferred education: [Registered Nurse](https://100hires.com/registered-nurse-job-description.html) holding a Bachelor's Degree.

Required Experience: 5 years in a medical office setting.

## Clinical Coordinator 8

### Job summary

We are looking for an outgoing individual to join our growing team. The [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) is responsible for managing and supervising the designated rehab departments to meet all patient needs, company fiscal requirements, federal and state regulations and the customer's needs.

### Responsibilities

Overseeing the therapy departments

Hiring, Training and Supervising staff including PT, OT, SLP, PTA, and COTA

Spearhead internal and external marketing efforts and new business development

Reports to the [Regional Director](https://100hires.com/regional-director-job-description.html) of Operations

### Requirements

Must be a PT, OT, SLP, PTA, or COTA

Current State licensure

## Clinical Coordinator 9

### Job summary

The [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) will provide services to members seeking hormonal treatment to improve their overall quality of life. Under the direction of a licensed clinician, the [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) will assist in performing medical procedures, charting and documenting member visits, and opening and closing of procedures.

### Responsibilities

Under the direction of a licensed clinician, perform medical procedures including EKG's, blood pressure, in-body tests,





full body composition analysis, autoclaving and provision of sterile instruments, vitamin and pellet injections, and phlebotomy.

Manage initial member inquiries and phone calls. Send reminders and provide appointment follow-ups.

Assess proper labs prior to initial consultations and/or follow-up visits. Notify clinician for phone follow-ups for lab reviews.

Perform EMR charting under oversight of clinician to facilitate work flow and keep medication and problem lists up-to-date and organized. Accurately record insertion doses, lot numbers and expiration dates on pellets. Ensure accuracy of member information (DOB, email, phone, other) is in EMR.

Appropriately triage and facilitate medication refill requests and inquiries from pharmacies.

Assist in daily clinic operations, including opening and closing of procedures, and maintaining a tidy clinic environment.

Manage and order inventory (pellets, supplements, etc.).

Manage account balances and correcting outstanding debts and/or other inconsistencies.

Build and maintain excellent rapport with members to promote long-term success.

Collaborate with providers and team members, offering ideas and suggestions to strengthen the member experience.

Assist with new hire training. Review curriculum and participate in shadowing sessions.

Assist with other projects and assignments as needed.

## Requirements

High school diploma required. Bachelor's or Associates degree in related field preferred.

1-2 years of experience in a customer-facing role, preferably in a medical or clinical office setting.

Proficient in MS Office 365, EHR/EMR systems, and scheduling and billing systems.

Exceptional interpersonal, verbal and written communication skills.

Excellent multi-tasking skills. Ability to efficiently perform job duties in a fast-paced work environment with zero to few errors.

High level of ownership, accountability and initiative.

Flexible with a team-player mentality. Ability to work collaboratively and efficiently in an intimate clinical setting.

## Clinical Coordinator 10

### Job summary

The [Clinical Coordinator](https://100hires.com/clinical-coordinator-job-description.html) is responsible for working with the Director of Professional Services and/or Clinical Manager to coordinate and maintain schedules and assign the appropriate visits to the clinicians required to complete excellent patient.

### Responsibilities



Obtain all required patient-related documentation to meet regulatory, policy and procedure requirements.

Perform Data entry initiating clinical record.

Coordinates and schedules Clinicians in accordance with client needs, employee qualifications and availability.

Maintain patient schedules efficiently and appropriately and in compliance with authorizations and physician orders.

Manage patient satisfaction with appropriate customer service, communication and follow up.

Maintain confidentiality, with a focus on teamwork, responsibility and self-discipline.

Create and maintain Patient Admission Packets for clinicians.

Serves as liaison between the clinicians, patients and referral sources.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

## Requirements

Verifies Medicare and Managed Care eligibility and benefits

Conducts audits of SO-ROC-RECERT-Discharge paperwork to ensure all documentation are submitted according to state, federal and agency requirements

Performs general office duties including but not limited to word processing, photocopies, files, shreds, sort/distributes mail, provides reception and telephone services

Assists other departments and committees in the identification of priority concerns affecting the quality of care being provided by the agency

Maintain your required licenses, certifications and mandatory skill updates

Comply with all policies, local, state and federal laws and regulations

Provide other duties of healthcare team member

Perform other duties as assigned