



Yakima Union Gospel Mission Job Description`

Medical Clinic Manager	Job Purpose
Department: Client Services > Care Center	<p>This is a non-clinical position for a person skilled in organization of people & processes. This person will oversee the daily function of running a free clinic. Job duties include organization of various learners from RN to DO, oversee receiving & sorting of donations to clinic, & manage volunteer providers and support staff. This is a new position that will adjust as needs arise within clinic.</p>
Location: 1300 N 1 st St, Yakima WA	
Reports to: Director of Care Center Services	
Classification: Full Time	
Salary Grade: TBD	

Union Gospel Mission Purpose, Vision, and Value Statement

Our mission is to follow Christ in helping people move from homelessness to wholeness, so that every homeless person in Yakima County has the opportunity for permanent life transformation in Jesus Christ.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus; love, professionalism, and outcomes are our core values. Relationships are the context, the engine, and the reward of the change we exist to produce.

Essential Personal Qualities / Core Values

To perform the job successfully, an individual should demonstrate the following competencies:

LOVE

- Improves the reputation of Christ by personal interactions with others.
- Remains relationally available, present, and authentic in all contexts.
- Demonstrates genuine and sacrificial care for the wellbeing of others.
- Pursues God personally, relationally, emotionally, and intellectually.

PROFESSIONALISM

- Is consistently at work, meetings, and appointments and on time.
- Meets deadlines and fulfills commitments with thorough follow-through.
- Proactively measures work to ensure learning, improvement, and success.
- Communicates effectively in written form.

OUTCOMES

- Constantly pursues growth, learning, and improvement.
- Thinks creatively, strategically, and spiritually.
- Regularly sought by others for input and value.
- Maintains mission-clarity and a godly example under stress.
- Sets a godly example for staff and clients.

Duties and Responsibilities

Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement, and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's Christian culture, core values, policies, and procedures.
- Minister to our patients, volunteers, and support staff, showing them kindness and grace.
- Understand that a team is best understood as parts to one whole, and that "having gifts that differ according to the grace given us, let us use them" (Romans 12:6a) and that running a team means understanding each gift and utilize it to the strength of the team as a whole.

Shared Work

- Organize and schedule providers and support staff alongside Front Office Manager.
- Assist Director of Care Center Services in cultivating community resources and develop these resources as they relate to patient care.
- Oversee input as well as review and reporting of labs and imaging. Input is coordinated by the Front Office Manager, and review and reporting is done by clinic providers. This position will ensure both aspects function efficiently.
- Oversee ordering and managing of clinic supplies along with Medical Assistant.
- Run staff meetings in concordance with other Care Center leaders.
- Assist Director of Care Center services in data collection
- Assist Director of Care Center Services in preparation for Mental Health Clinic services

Individual Work

Spiritual Impact

- Serve in this role as a minister of Christ, demonstrating the calling, character and competencies of a spiritual leader who seeks to faithfully follow Jesus, stay in step with the Holy Spirit, and honor the Father. Carry out these responsibilities with the heart of a chaplain, spiritually caring for all those in your sphere of influence, including staff, patients, clients, volunteers, and community partners.

"Therefore, if anyone is in Christ, the new creation has come. The old has gone, the new is here! All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to himself in Christ, not counting people's sins against them. And he has committed to us the message of reconciliation. We are therefore Christ's ambassadors, as though God were making his appeal through us."
2 Corinthians 5:17-20a NIV

- Look for opportunities to lead Bible study, lead others in prayer, counsel from God's Word, and model what it looks like to know God and experience His love and leadership.

Clinic Management

- Onboard volunteer providers with EHR log in, clinic tour, and patient flow.
- Solve daily clinic problems as they arise.
- Interpersonal communication with volunteers and staff.



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- Continually seek ways of improving clinic function and efficiency in utilization of volunteers, staff, and resources.
- Communicate clinic updates and happenings to volunteers and staff on a regular basis.

Lead Student Experiences

- Coordinate learners of various skills (RN, medical student, pre-med, PT).
- Ensure learners have schedule that best supports clinic as well as learners needs.
- Ensure learners have appropriate oversight.
- Maintain practice agreements with professional student programs.
- Update providers with schedule changes related to learner availability.
- Recruit teachers of learners both within our staff and volunteers as well as within community
- Maintain schedule for Monday night student run clinic.

Donations

- Oversee transport of donations to medical processing.
- Oversee processing of donations using ThriftTrac, to include training volunteers as needed.
- Oversee organizing of processed donations into storage room.
- Maintain appropriate amount of stock for items used along with Medical Assistant.
- Oversee disposal of supplies unused from clinic.
- Communicate supply needs to YUGM departments and outside community.

General

- Recognize that a position as a leader in the clinic requires coaching and spiritual encouragement, not in replacement of one's church, but as part of our ministry at YUGM. This encouragement should be founded in biblical principles that align with YUGM's statement of faith.
- Attend, as requested or required, all YUGM training and meetings scheduled by the management team to keep current on any policy changes, new procedures, and other information essential to performing the job.
- Other duties as assigned in support of YUGM's mission and values.
- Please note: this is a new position and is dynamic in nature. It may include duties from Dental clinic and Mental Health clinic as needs arise.

Reporting and Direct Reports

- Reports to Director of Care Center Services
- Direct Reports: Medical Assistants, Staff providers

Qualifications

- Experience in managing multiple people and processes.
- Fluency in Spanish recommended but not required.
- Demonstrated proficiency with Microsoft Office Products and ability to learn and excel with additional computer systems such as but not limited to Smartsheet and ThriftTrac.
- Demonstrated personal and work ethic reflecting YUGM's Core Values of Love, Professionalism and Outcomes.



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Working Conditions

- May include travel offsite for meetings, community relations, donation retrieval etc.
- May include some meetings and requirements during evenings, but this will not be a regular occurrence.
- The primary duties of this position are performed in a well-lit, temperature-controlled environment. The noise level in the environment is usually moderate.

Physical Requirements

- Sit and review information on a computer screen or on paper for extended periods
- See and hear
- Communicate in English clearly and fluently
- Travel from one location to another as needed.
- Walk, climb, balance and stoop, reach with hands and arms, use hands to finger, handle or feel.
- Lift up to 25 lbs

Staff Signature & Date:	
Supervisor Signature & Date:	