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In your position at the Chippewa Valley Free Clinic, you will have an incredible opportunity to impact lives and help the most vulnerable receive the gift of health care. The patient services we provide depend on your dedication, contributions, and professionalism. Below is an overview of the tasks associated with your position. It is not all-inclusive and may change based on Clinic needs.

**Job Description – Clinic Assistant**

Location: Eau Claire, WI Category: Clinic Support  
Job Type: Part-Time, Non-Exempt Supervisor: Director of Clinic Services

**Role & Responsibilities**

The Clinic Assistant (CA) provides assistance to overall Clinic medical responsibilities, working in collaboration with the Director of Clinic Services (DCS) and Medical Director. The CA helps to ensure overall continuity of care and implementation of medical protocols. This individual must be self‐directed yet function effectively as part of a small team. The CA must be an effective communicator with patients and volunteers and must have strong clinical decision-making skills.

This position is part-time, hourly with regular presence during clinic operations – approximately 25 hours per week (Tuesday, Wednesday, Thursday). The CA reports to and works closely with the DCS.  
  
**Job Duties**

* Collaborates with the DCS and clinical teams to identify quality patient outcomes
* Bi-monthly inventory of vaccines and updating patient vaccination sheets
* Supervises and works closely with volunteer nurses to deliver health care during clinic hours
* Assists with appropriate continuity of patient services by processing referrals, laboratory, and/or imaging results in a timely manner
* Delivers education to patients on overall health, disease prevention, and chronic disease management
* Assist the DCS and volunteer nurses in the nursing role during clinic times as needed
* Training new medical volunteers

**Qualifications / Experience**

* Currently licensed in the State of Wisconsin as a Registered Nurse
* Current CPR certification
* BSN degree, or significant progress towards BSN, required
* 3-5 years clinical nursing experience; preferably in a community or primary care setting
* Patient and/or adult education experience desirable
* Proficient in EMR patient databases
* Bilingual in Spanish helpful, not required
* Strong verbal and written communication skills
* Ability to work independently and within a team structure
* Strong organizational skills with the ability to prioritize
* Working knowledge of various software and database technology, including Microsoft Office
* Demonstrates respect for diversity
* Awareness of psychosocial barriers that impact the lives of the uninsured
* Embraces and supports the mission of the Chippewa Valley Free Clinic