



**Job Title:** Clinic Project Coordinator  
**Department:** HSDC Audiology  
**Reports to:** Director of Audiology

**FLSA:** Non-exempt  
**Prepared Date:** August 2017  
**Salary range:** Commensurate with experience

The **Clinic Project Coordinator** is a part-time, temporary position which supports the Audiology and Speech Departments and liaises with other departments at HSDC as needed. This temporary, part-time position (20 hours a week) is anticipated to last three months, beginning in September.

***Essential Job Functions***

- Liaise with the Audiology, Speech and Billing Departments to help transition into use of Electronic Medical Record (EMR).
- Be a point of contact for EMR questions and concerns for Audiology, Speech and Billing. Candidate will be expected to take trainings for EMR system, and be able to address questions and help participating departments transition into use of EMR.
- Data entry of confidential client information for intake and/or data migration
- Support HSDC clinics by staffing the front desk. Primary location of the candidate will be at Speech Reception, but candidate may work in Audiology Reception pending project needs and/or manager request. Responsibilities may include: check in clients and guests, process payments, obtain referrals for scheduled appointments, set-up and maintain client charts, files and records, process and request various authorizations for clinical service; manage and assist with organizing paperwork for third parties; assist with marketing and outreach
- Maintain high standard of client service and care
- Comply with HIPAA standards (training provided)
- Other duties as assigned to support the Audiology and Speech Departments & HSDC

***Qualifications:***

- Excellent customer service skills: One year in general office support required
- Capacity to multi-task accurately in a fast-paced environment;
- Able to prioritize, and exercise a high degree of independent judgment and confidentiality and be flexible and highly organized
- Ability to speak loudly and clearly in English for hard of hearing clients and excellent English reading, writing and communication skills;
- A self-starter and a team player
- Must have excellent social/interpersonal skills in dealing with the public and be comfortable/respectful of a diverse population
- Proficiency in Microsoft Office programs and general office equipment; ability to use TTY, and/or videophone (or the ability to be trained in these);
- Pre-Employment background check required
- Willingness to learn American Sign Language

***Preferred Qualifications:***

- 2+ years administrative or office support in a medical setting
- Associates Degree or higher
- HIPAA training and/or experience
- American Sign Language proficiency

***How to Apply***

E-mail cover letter and resume to Mihwa Kim, Director of Audiology at [MKim@hcdc.org](mailto:MKim@hcdc.org). No phone calls please.

*Equal Opportunity Employer*