



DEPARTMENT: Community Services/WAMAC/Olde Towne Medical Center

NATURE OF WORK:

Coordinates the Medications Assistance Program (MAP) both within Olde Towne Medical Center and with outside agencies, pharmacies, pharmaceutical companies, and physicians in private practice.

Works in a primary care clinic setting under the direction of the Clinical Director and Medical Director.

Assists in the clinic as necessary, under the direction of the Clinical Director.

ESSENTIAL FUNCTIONS OF THE JOB:

Manages the Medications Assistance Program and associated staff.

Collaborates with other support staff on a daily basis to ensure smooth delivery of services and communications.

Assembles manuals, booklets, and various information resources for clinical staff.

Performs works safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates general office equipment including telephone, computer keyboard, typewriter, calculator, and copy machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Familiarity with prescription medications a plus.

Good organizational skills.

Extreme flexibility.

Knowledge of computer software.

Ability to work under pressure in a fast-paced ambulatory care setting.

Ability to work independently within the context of the job framework.

Ability to work effectively with a diverse multi-cultured patient population, clerical staff members, volunteers, and with licensed providers including nurse practitioners, registered nurses, and physicians.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent and considerable supervisory experience preferably in a medical setting or any combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

CPR certification or ability to obtain it within a reasonable amount of time after hire preferred.

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