

Clinic Coordinator – revised 05-11-26

The Free Clinic in Decorah, Iowa seeks a part-time Clinic Coordinator to provide administrative, planning and support to ensure efficient and effective delivery of services. Clinics are currently held on the second and fourth Thursday evenings of the month.

The Clinic Coordinator will:

- Collaborate with clinic staff/volunteers to ensure smooth clinic operations
- Report to the board
- Retrieve lab reports and radiology reports, and provider dictation from outside medical sources as necessary
- Collaborate with clinic staff/volunteers to ensure smooth clinic operations
- Coordinate triage as a walk in clinic
- Attend Free Clinic monthly Board and meetings, submit a monthly coordinator's report
- Monitor and assist with ordering medications and supplies as needed
- Respond to clinic phone requests for service

The Clinic Coordinator may also perform other duties necessary for the Clinic's operation.

To successfully perform these duties, the Clinic Coordinator should:

- Have medical experience or understanding of medical care delivery
- Be committed to Free Clinic mission
- Demonstrate strong organizational, communication, and interpersonal skills
- Display leadership skills and the ability to encourage a cohesive team
- Experience in coordinating medical services would be beneficial

The Clinic Coordinator will work the Free Clinic on Thursday nights (approximately 4:30 – 9:00), twice a month. Other duties may be performed on a flexible schedule.

Clinic coordinator is considered an independent contractor, and will be paid a per clinic monthly stipend.

Pay range: \$350-\$450/clinic night +\$100/off clinic week