

Clinical Specialist (Waimea)

Ho`ōla Lāhui Hawai`i is an FQHC, non-profit community health organization serving families throughout the county of Kaua`i. We are seeking a full-time Clinical Specialist for our Waimea medical clinic.

Our Clinical Specialist is a team player and able to work with our patients, patients' families, staff members and health care providers. This healthcare professional is personable, with the ability to empathize and sympathize with patients and patient's families. This position requires clinical competence, professionalism and the ability to maintain confidentiality in regard to patient care.

Position requirements/description

Duties include:

- Taking patient chief complaints, vital signs and preparing patient for examination.
- Notifying health care providers immediately based on patients' complaints or vital signs as identified by Triage Policies/Procedures.
- Patient record keeping/charting (including labs, reports, etc.)
- Assisting health care providers with examination, diagnostic and treatment procedures.
- Scheduling tests, procedures for patients as ordered by health care provider, and instructing patients regarding preparation for tests.
- Able to recognize and triage patients based on patients' complaints, vital signs and clinical presentation.
- Continually looks for ways and offers positive input to improve patient flow or other operational matters.
- Maintains a safe and therapeutic environment for patient care; familiar with OSHA and Infectious Disease protocol.
- Receives physician's order (as requested and appropriate) to address care needs of an established patient in an office or non-office visit that may not require the presence of a physician but will need sign-off by physician.
- Able to provide education and training for patient self-management using a standardized curriculum in a one-to-one setting.
- Supervises the front office personnel, other clinical staff, and medical records when required to do so by the Director of Nursing or Medical Director.

Required:

- Training and certification as a Medical Assistant and/or Licensed Practical Nurse (LPN)
- Able to give SQ, IM medications, as applicable.
- Current certification in Basic Life Support and Tuberculosis clearance.
- Good understanding of medical terminology and experience in the healthcare field.
- Flexible, organized, mature, impartial, and ethical.
- Able to communicate clearly and tactfully with others.
- Legible, complete and timely documentation and charting.
- Ability to problem-solve, set priorities, and work with multiple distractions and interruptions.
- Self-motivated, honest, energetic, and committed.
- Possesses tact and interpersonal skills necessary to deal with patients, physicians, providers, employees and others.
- Culturally sensitive to the needs of the people of the community.

Excellent salary and benefits.

Submit resume and cover letter to Human Resources Director via email: jashby@hoolalahui.org.

Ho`ōla Lāhui Hawai`i is an Equal Opportunity Employer. Employees of Ho`ōla Lāhui Hawai`i and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, age, religion, veteran's status, citizenship, national origin, ancestry, disability, sex, sexual orientation, arrest or court record, marital status, genetic information, gender identity or expressions, domestic or sexual violence victim status, or any other classification protected under state or federal law.