



OPEN POSITION AT AVICENNA COMMUNITY HEALTH CENTER

Job Description

Assistant/Associate Coordinator, Clinic Administration and Operations

Reports to the president, and clinic operations manager

Start Date: Immediate

Position

This is a temporary part-time hourly position with no benefits. The position is contingent upon the availability of funds; it is initially for three months extendable to an additional three months.

The assistant/associate coordinator is expected to work up to 20 hours per week, including during clinic hours on weekend, as per the direction of the president or clinic operations manager.

The duties may include:

- Assisting with clinic operations, and attending meetings
- Assisting the president on scheduling meetings and forums
- Designing and distribution of program posters and flyers
- Communicating with patients
- Assisting with coordination of volunteers
- Assisting with the planning and coordinating Quality Improvement Program (QIM), as well as assisting in tracking, monitoring, and compiling data to the QIP
- Assisting with the implementation of health information technology
- Providing administrative and advanced support to Clinic Operations Manager/ Coordinator and President
- Assisting the president in identifying agencies for funding and preparation of grant proposals, and presentations; other duties maybe assigned.

Preferred Qualifications:

- Undergraduate or graduate student or professional in Public Health or other related area
- Some experience in health care setting or equivalent education. Experience with community affairs
- Experience with project management and/or quality improvement
- Experience in collecting, monitoring and/or analyzing data
- Ability to prioritize and manage multiple responsibilities effectively
- Excellent interpersonal, communication, and organizational skills
- Strong computer skills (Word, PowerPoint and Excel); Project management software, Practice Management System, Disease Registry or Electronic Health Record experience preferred

About Avicenna Community Health Center (ACHC)

According to 2008 American Community Survey 1-Year Estimates, **Champaign County has more than 19000 uninsured residents (10% of the county population)**, of these 1269 are below the age of 18. *Currently, there are only three clinics (including Avicenna), which provide free healthcare to the uninsured patients. **Avicenna's strength is its strong pool of volunteer healthcare providers including primary care physicians with considerable medical expertise.***

Stemming from a desire to address the healthcare needs in Champaign County and embody the spirit of activism in Islam, the **Avicenna Community Health Center (ACHC)** was initiated in May 2009 by the local Muslim community, and is now incorporated with the State of Illinois as a not-for-profit organization. Located at **507 S. 2nd St., Champaign**, Avicenna is an interfaith, academia-community partnership, providing preventive and curative healthcare services to the uninsured residents of Champaign County. Avicenna, undertakes to work collaboratively with other area clinics, and is leading the efforts toward the deployment of health information systems.

Avicenna (*avi senaa*) is the Latinized name of the astronomer, mathematician, physicist, and physician **Ibn Sina (b. 980 CE)**. He is considered a father of modern medicine for his discovery of the contagious nature of infectious diseases, and the introduction of quarantine to limit the spread of diseases, experimental medicine and the use of clinical trials and efficacy tests. **It is our hope to recognize his excellence in medicine and promote a healthy lifestyle in our community by providing culturally competent healthcare to the uninsured and underinsured in Champaign County, Illinois.** A short presentation about *Ibn Sina's* contributions to medicine and philosophy is provided at: www.avicennahealth.org

EEO/AA

The Avicenna Community Health Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals.

To Apply:

Please send a cover letter (attention to: Secretary, ACHC), resume, and expected hourly rate to jobs@avicennahealth.org by no later than **July 16th, 2010**. In subject line write:

Assistant/Associate Coordinator Clinic Administration and Operations. No phone calls please!