



# JOB DESCRIPTION

## Clinical Operations AmeriCorps VISTA

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### POSITION

Work with top medical and community volunteers at our award-winning free clinic on our AmeriCorps VISTA Team to build capacity in Electronic Health Records and clinic operations to support free healthcare for uninsured, low-income adults in the vibrant city of Providence. Become our *Clinical Operations AmeriCorps VISTA* at Rhode Island Free Clinic for a year of national service in “the Domestic Peace Corps.” Gain transferable skills in patient care for health disparity populations, Electronic Health Records, project management, information technology, business development, quality improvement & non-profit management. *Position starts June 2022.*

Rhode Island Free Clinic ([www.rifreeclinic.org](http://www.rifreeclinic.org)) is nationally recognized for its volunteer/community partner model. In 2020 the Clinic mobilized an active corps of over 600 medical volunteers, support professionals, and community partners to provide uninsured, low-income RI adults with a medical home and vital care during the pandemic. We believe in strengthening our community by giving people resources and education to help themselves. The Clinic also serves as a training site for aspiring healthcare professionals. Services and training are provided at our Clinic in Providence at its state-of-the-art 8,000 square foot facility.

The Clinic raises 100% of its \$1.5 million annual budget, and with that leverages over \$7.5 million in additional health resources to provide medical, dental, behavioral health care and wellness programs to improve the health of vulnerable RI adults. Through the Clinic’s comprehensive range of free health services, patients’ health is stabilized and improved, and they are empowered through increased health literacy, follow-up visits, and referrals to self-manage chronic conditions and better maintain their own wellness.

The Clinic seeks a savvy, highly organized Clinical Operations AmeriCorps VISTA to collaborate with top medical professionals to develop and implement projects which optimize use of Electronic Health Records, build capacity in the Clinic’s general operations and IT resources, and support emerging clinical projects. An integral part of our Team of staff and AmeriCorps VISTAs, this position offers a unique opportunity to thrive in the Clinic’s highly professional, personable, and dynamic volunteer model of medical care delivery, while gaining skills in healthcare operations, project management, and Electronic Health Records.

### DUTIES

- Build the Clinic’s capacity by actively working with our AmeriCorps VISTA Team and award-winning corps of medical and academic partners to prioritize strategic improvements, strengthen training and use of electronic health records, and enhance Clinical workflows
- Become proficient the Clinic’s use of electronic health records, and in project planning and management
- Work with staff and medical volunteers to identify projects, set key milestones, collaborate closely with the CEO and other senior management staff including the Clinical Practice Manager, the Board, and Medical Advisory Committee
- Work closely with the Clinic’s electronic health records and IT partners, enhance systems and information
- Identify opportunities and work energetically and creatively to pursue innovative projects and initiatives
- Work with AmeriCorps VISTA Team to enlist support volunteers to assist with projects in the Clinic’s dynamic environment
- Evaluate the effectiveness of current electronic health records, and current plans on implementation
- Champion emerging initiatives including COVID-19 Response, telehealth, dental, and behavioral health

### QUALIFICATIONS & EXPERIENCE

- Savvy self-starter with demonstrated initiative and interest in project planning & management
- Demonstrated attention to detail, with excellent analytical, organizational, and written and oral communication skills
- Flexible & capable problem solver with entrepreneurial, can-do spirit
- Strong familiarity and interest in learning IT, Microsoft Office mastery required, EHR (example: eClinicalWorks) preferred
- Ability to learn quickly and complete projects professionally
- Creative thinker, enthusiastic people person & team player with the ability to motivate others
- Ability to thrive and prioritize in a fast-paced progressive environment
- Commitment to the Clinic’s mission, volunteer model, and service to the uninsured

**TO APPLY** Applications **must** be submitted through the AmeriCorps VISTA site below, Clinic does not accept applications directly.

**GO TO** <https://www.nationalservice.gov/programs/ameriCorps/ameriCorps-programs/ameriCorps-vista/join-ameriCorps-vista>

Please review AmeriCorps VISTA information on this site. Then go to <https://my.americorps.gov/mp/login.do> and click “Search Listings.”

For the search, select the “Rhode Island” and “AmeriCorps VISTA” options. Scroll until you find this position, click on it, and “Apply Now”.

Submit your application including 2 references.