



Senior Care Foundation Job description

Position:	Mobile Clinic Coordinator
Hours/Classification:	Part Time Hybrid 20-25 hr/week
Reports to:	Case Management Director
Date Reviewed:	May 2022

Agency Description

Founded in April 2011, the Senior Charity Care Foundation is a non-profit organization dedicated to improving the quality of life for our elders in need. The foundation assists low-income seniors 55+ residing in care facilities and senior apartments along the Wasatch Front who require health care services such as vision (eyeglasses), hearing (hearing aids), and dental care. We are a mobile operation and bring all the equipment needed to host dental and vision clinics at senior housing facilities.

Transportation and cost are the biggest barriers preventing seniors from getting the help they need. By providing low-cost, high-quality services directly where seniors live, the Senior Charity Care Foundation makes it possible to improve the quality of life for our elders in need.

We are a relatively small but growing non-profit organization with around ten employees and we are looking for someone like you to join our caring team. Please visit our website to see our clinics live in action as well as hear some of the heartwarming stories about the seniors we serve. If you want to feel good about the work you are doing and to know you have made a difference in the world by positively changing the lives of those deserving seniors in your community, then please apply.

Job Description

Working in partnership with the SCCF team and under the supervision of the Case Management Director, you will Participate in the development and fulfillment of the Mobile Dental and Vision Clinics

Duties (typical, but not limited to):

- Collaborate and maintain professional relationships with clients/vendors/facilities to promote SCCF programs
- Schedule, organize, and host Socials and Mobile Clinics
- Maintain detailed case file documentation and complete reporting as required
- Ensure program targets and outcomes are met

- Explain procedures, forms, treatment plans
- Answers clients questions or concerns
- Creating/updating forms/ledgers/files/etc
- Scanning/Printing/Emailing
- Making and receiving phone calls
- Manage payments and financial reconciliations
- Supports providers and management with administrative functions
- Other duties as assigned

Qualifications and Required Skills:

- Excellent time management
- Ability to work independently with limited supervision
- Ability to meet deadlines
- Strong attention to detail
- Well-developed organizational, communication and writing skills
- Ability to work well with others and feel comfortable speaking in front of a diverse group.
- Ability to adapt quickly and professionally in work setting
- Proficient in database and spreadsheet software use (Word and Excel and Google Suite)
- Accuracy in documentation of client co-payments
- Have a warm and friendly demeanor
- Must carry automobile insurance and have reliable transportation
- Must be able to pass a criminal background check
- Must be willing to travel throughout Salt Lake City and neighboring communities

Preferred Skills:

- A second language
- Knowledge of dental/vision terminology

Salary & Benefits

- Starting at \$19/hr dependent on personal qualifications and experience

- 20-25 hours per week, as needed. Generally M-F between the hours of 8am -6pm. Some tasks can be completed during different hours as long as the deadlines are met.
- Flexible scheduling.
- Part time, may increase as the organization grows.
- Phone reimbursement up to \$50

Location & Travel

- 50/50 home/mobile site hybrid
- Following agency orientation, work will be divided between your home office and the senior locations. Necessary office equipment (laptop, etc) will be provided.