



## **Hazen Clinic Site Coordinator**

Coal Country Community Health Center is seeking a full time Hazen Clinic Site Coordinator to oversee the daily administrative operations of the Hazen Clinic. The Hazen Clinic Site Coordinator will ensure effective and efficient quality care and delivery of clinic services by working collaboratively with Administration, Charge Nurse(s), providers, reception and medical records and other support staff. The Site Coordinator will work collaboratively with the Clinic Director to develop provider schedules for the Hazen Clinic and SMC Emergency Room coverage, assist in the hiring and training of Hazen Clinic staff, and will work as a Clinic Receptionist when needed.

The Hazen Clinic Site Coordinator requires exceptional interpersonal skills for liaising with patients, healthcare providers and support staff as well as the public; exceptional organizational skills to ensure the quality of services are provided; excellent written and verbal communication skills; and the ability to supervise and motivate clinic staff to perform their duties efficiently and professionally.

To apply please send a company application and letter of application to Coal Country Community Health Center, Attn. Human Resources, 1312 Highway 49 N, Beulah, ND 58523. Apply online at [www.coalcountryhealth.com](http://www.coalcountryhealth.com).