



MAILING ADDRESS  
 604 Rose Avenue  
 Venice, CA 90291  
  
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[venicefamilyclinic.org](http://venicefamilyclinic.org)

## Homeless Clinic Coordinator

Venice Family Clinic (VFC) is a private, independent non-profit corporation, providing high quality comprehensive primary health care, dental, mental health and child development services to underserved individuals on the Westside of Los Angeles. VFC is a 330e Community Health Center and a Federally Qualified Health Center. Venice Family Clinic’s mission is to provide quality primary health care to people in need. With nine health centers, each year we serve over 20,000 uninsured, low-income and homeless patients in over 90,000 patient visits who might otherwise go without critically needed health care services.

Homeless Clinic Coordinator supervises and coordinates daily clinic operations at a VFC clinical site, as well as provides direct services. In this role, you will be responsible for ensuring efficient and high quality operations and services ensure efficient coordination, management of workflow, efficient implementation of new services, and management of operations staff as prescribed by VFC’s protocols, policies, and procedures. You will report to the Homeless Site Manager and direct the work of others Front Desk and Care Coordinators.

As our Coordinator, you will perform a full range of reception and financial screening duties for the low-income and homeless patients of a community based, primary health care clinic. You will be responsible for voiding encounters when errors occur with collections, fees and charges, distribution of key nest for each individual employee and providing exceptional customer service to all internal and external customers and assist with difficult situations as they arise. You will also perform other duties as assigned by supervisor.

## Qualifications

- 3-5 years of experience in a healthcare or medical setting required
- Bilingual English/Spanish required
- Able to use MS Office programs, including MS Word, Excel, and Outlook
- Able to accurately and efficiently use Next Gen PMS and EHR is preferred
- Familiarity with and ability to use process improvement methodology is preferred
- Excellent verbal and written communication skills
- Must possess and maintain a valid driver’s license

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Providing quality primary health care to people in need

