



Job Posting: Mobile Clinic Coordinator

HOURS and COMPENSATION: 21hrs/wk, with possibility of increased hours as resources allow. Hourly rate of \$28-\$30/hr depending on experience, with extended health and dental benefits plan. Evening and weekend work required.

POSITION START DATE: As soon as possible

POSITION END DATE: Permanent, part-time, depending on funding availability

DEADLINE TO APPLY: This posting will remain on our website until the position is filled.

ABOUT YOU

Are you passionate about health equity and someone who loves working in a multicultural environment? Are you a logistical talent, multitasker, and cool under pressure? Do you speak Spanish and are great at managing relationships?

The Umbrella Mobile Clinic is looking for you.

ABOUT THE UMBRELLA MOBILE CLINIC

The Umbrella Mobile Clinic (UMC) is comprised of a team of passionate volunteers and health professionals who want to make a difference in the health care of the migrant farm workers who support BC's agricultural industry. The UMC travels throughout the Fraser Valley providing Spanish language medical and social services to temporary foreign farm workers who face barriers accessing our health care system. The UMC operates on weekends and some weeknights, is staffed by physicians, physiotherapists, bilingual and bicultural health brokers, and various volunteers.

THE POSITION

The UMC coordinator recruits, trains and supervises team members. He/she is responsible for organizing and overseeing all clinics, including troubleshooting any problems that should arise onsite. The role ensures that each clinic is adequately staffed, all equipment is in good working order, and the clinic has all necessary supplies. The UMC coordinator builds and nurtures relationships with all stakeholders, including volunteers, community partners and farm owners. The UMC coordinator is committed to creating a safe space for patients, including protecting confidentiality and maintaining the neutrality of the clinic with all stakeholders.

Primary Responsibilities:

- Recruit, train and supervise team members (physicians, physiotherapists, cross cultural health brokers, summer student and crew volunteers), fostering a collaborative and supportive working environment with high standards of professionalism
- Organize and schedule all clinics: confirm team members, liaise with community partners, organize logistics (transportation, clinic supplies etc.), and patient outreach.
- Confidentially manage patient results and patient follow-up
- Oversee and monitor clinic administration, including invoices, billing and supplies.
- Create and track project budget, with an eye to optimize all resources
- Continue to nurture community partner and stakeholder relationships and create new partnerships to expand clinic

- Take part in fundraising and sponsorship-seeking in collaboration with the fundraising committee and board of directors
- Acquire all necessary operational permits and insurance

QUALIFICATIONS

Education and Experience:

- Preferred BA/BSc in health or social studies or related, or equivalent experience
- Experience managing a medical clinic, event planning or equivalent
- Preferred experience, recruiting, supervising and managing staff and volunteers, ideally in a clinic setting
- Experience creating, tracking and managing budgets
- Experience working in non-profit and community-based initiatives in a multicultural setting
- Experience with or understanding of the temporary foreign workers' programs

Knowledge, skills and abilities:

- Quick and independent learner who takes initiative to get up to speed and fill knowledge gaps
- Exceptional organizational, time management and multi-tasking skills
- Ability to remain calm under pressure and then prioritize and problem solve
- Ability to solve electronic, mechanical, computer and logistical problems
- Ability to make decisions utilizing sound judgment with little supervision.
- Ability to work reliably both independently and as part of a team.
- Demonstrated strong communication skills, both oral and written, and ability to adapt appropriately to a variety of audiences.
- Proven ability to apply strong interpersonal skills, including tact, diplomacy, and cultural appropriateness in dealing with a variety of work situations, clients or stakeholders to maintain and foster good working relationships.
- Demonstrated aptitude to proactively seek out improvement opportunities with the mindset of optimizing resources.
- High level of self-awareness, commitment to health equity, and understanding of issues around temporary foreign workers' programs
- Spanish fluency
- Valid BC driver's licence with experience towing a trailer or willingness to learn

HOW TO APPLY: E-mail a one-page cover letter and resume (in one document) to info@umbrellacoop.ca with the subject line: "Your Name-UMCCoordinator-Position".

We kindly thank you in advance for your interest and application; however, only selected candidates will be contacted for an interview.