

# Faith Community Clinic

## Clinical Coordinator

*Medical Assistant (MA), Licensed Practical Nurse (LPN) or Registered Nurse (RN)*  
Newport, KY | Full-Time | In-Person

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### About Faith Community Clinic

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Faith Community Clinic (FCC) is a charitable healthcare clinic serving uninsured residents across Northern Kentucky. Operating alongside Faith Community Pharmacy, FCC provides compassionate, high-quality medical care to patients who might otherwise go without. Our team is driven by a shared mission: removing barriers to care and serving our neighbors with dignity.

### Position Overview

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We are seeking a dedicated and organized Clinical Coordinator to join our growing clinical team. This role works directly alongside our Clinical Nurse Manager (CNM) to keep daily clinic and lab operations running smoothly, support our volunteers, provide care continuity, and ensure our patients receive timely, coordinated care.

This is a meaningful opportunity for an individual who is passionate about faith-based care in a community health setting and wants to make a tangible difference in the lives of underserved patients. You will be a key part of a small, mission-driven team in a dynamic and rewarding environment.

### Key Responsibilities

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- Room patients and assist with history, vitals, weight, and height
- Coordinate patient care workflows and referrals
- Support clinical documentation and Electronic Health Record (EHR) use during clinic sessions
- Assist volunteer clinicians with day-to-day tasks and ensure smooth clinic flow
- Prepare and turn over exam rooms between patients
- Stock and maintain exam rooms, lab supplies, and supply carts; communicate needs to CNM
- Assist with clinical procedures, treatments, and vaccine administration
- Perform EKG testing
- Run daily point-of-care (POC) laboratory quality control and troubleshoot equipment
- Perform collection, handling, analysis and reporting of laboratory specimens
- Perform phlebotomy
- Maintain daily refrigerator temperature logs and min/max recordings
- Provide backup coverage for the Clinical Nurse Manager when needed

### Qualifications

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#### Required:

- Active MA certification (minimum), or current LPN licensure or current RN licensure in the state of Kentucky.
- At least 1 year of clinical experience in primary care, ambulatory, or community health setting
- Proficiency with electronic health record (EHR) systems

Strong organizational skills with attention to detail  
Compassionate, patient-centered communication style

**Preferred:**

Experience in a charitable clinic, federally qualified health center (FQHC), or safety-net setting  
Familiarity with point-of-care laboratory equipment and CLIA-waived testing  
Bilingual in English and Spanish  
Experience with vaccine administration and temperature monitoring protocols

## Schedule & Compensation

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Flexible schedule: 30-36 hours/week. Monday - Thursday 830am – 5pm with potential for growth

Salary range: \$18–\$24/hour based on experience

This role is structured around MA responsibilities and is compensated at the MA level. While LPNs and RNs are encouraged to apply, please note that pay will align with the MA range, as the position duties are consistent with MA scope of practice.

Full-time employees are eligible for the following benefits:

- Medical, Dental, and Vision Insurance (employer-assisted premiums)
- Life and AD&D Insurance
- Short-Term and Long-Term Disability (STD/LTD)
- 401(k) Retirement Plan with 3% Employer Match
- Employee Assistance Program (EAP)

## Why Join Faith Community Clinic?

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Be part of a mission-driven team making a real impact in Northern Kentucky

Work in a collaborative, supportive environment with dedicated clinical volunteers

Gain broad clinical experience across primary care, preventive services, and care coordination

Contribute to a growing organization with expanding programs and community partnerships

Join at a meaningful moment — FCC is newly launched and building its team from the ground up

## How to Apply

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To apply, please submit your resume and a brief cover letter describing your interest in this role and your experience to:

**Aaron Broomall, Executive Director**

Faith Community Health Network

601 Washington Ave, Newport, KY 41071

aaron@faithcommunitypharmacy.org

*Faith Community Clinic is an equal opportunity employer. We are committed to building a diverse and inclusive team that reflects the communities we serve.*