

Administrative Director  
**Weber Healing Gift Free Clinic**  
JOB DESCRIPTION (Final Draft)  
13 August 2024

The Weber Healing Gift Free Clinic is seeking a Clinic Administrator. This position is responsible for managing the general office and clinic administration for the Healing Gift Free Clinic (HGFC), a non-profit organization (501[c][3]) that provides free medical services and prescriptions for those in need. The general duties of the Clinic Administrator are to coordinate the communication and cooperation between those who provide medical services and the administrative needs of the Clinic as well as to ensure a well-organized, efficient, safe, and welcoming environment for all patients and volunteers.

The Clinic Administrator reports to the Board of the Healing Gift Free Clinic (HGFC) and attends Board meetings. On all issues related to patient care, the Clinic Administrator is responsive to the Medical Director or her/his designee. The Clinic Administrator will not be responsible for the management of patient care.

The Clinic Administrator is a contract employee (1099-NEC) with compensation of \$15,000. The job is expected to require 10-15 hours of work per week. Candidates with administrative experience and/or medical administration experience are preferred. A successful candidate will be comfortable with basic computer skills and have regular access to email.

The Clinic operates on Thursdays from 4:00-6:00 pm at Kountze Commons Community Outreach Center (2665 Douglas Street), though many patients begin gathering at 3:00 pm and our volunteers stay until the needs of our scheduled guests have been addressed.

The Clinic serves approximately 20-30 patients each week. An average of 25 professional volunteers from the health care industry serve each week in the Clinic and refer patients with food insecurity or behavioral health needs to partners within Kountze Commons.

More information about the HGFC can be found on our website:

<https://healinggiftfreeclinic.com/>

*Job Responsibilities:*

- 1) Manage communication with medical staff and schedule patient visits
- 2) Coordinate the scheduling of HGFC volunteers for each weekly Clinic (i.e., medical providers and other Clinic volunteers)
- 3) Maintain up-to-date HGFC policies provided by the appropriate coordinator (i.e., nursing and nursing student policies, medical policies, pharmacy policies, etc.)
- 4) Maintain records of malpractice insurance for professional volunteer providers
- 5) Send letters of acknowledgment to providers of gifts/donations to the HGFC
- 6) Monitor and submit regular documentation required by the IRS (e.g., IRS 990) and other documents required by the State of Nebraska for the Clinic and the Clinic Pharmacy
- 7) Manage payment of Clinic expenses and deposits/receipts in coordination with the

Treasurer and accountant of the HGFC Board

- 8) Maintain all office equipment as needed and purchase supplies as needed/requested
- 9) Interact with community partners at the directive of the HGFC Board and in coordination with the HGFC Board Chair and/or HGFC Medical Director
- 10) Provide reports to the HGFC Board and other responsible entities (especially the Director of KCCOC and the Congregational Council representative) related to the number of patients served and emerging issues that the HGFC Clinic Board needs to address
- 11) Regularly attend meetings of the HGFC Board (with voice and no vote)
- 12) Coordinate meetings of the Administrative Committee as guided by the HGFC Board or as requested by a service coordinator (e.g., Medical, Pharmacy, Nursing, etc.)
- 13) Coordinate with the Director of the Kountze Commons Community Outreach Center (KCCOC) on areas related to the common mission of KCCOC and HGFC
- 14) Communicate facilities and maintenance issues with the Director of Kountze Endowment True Visions (KETV, LLC, which owns the property at 2665 Douglas Street)
- 15) Other duties as assigned by the HGFC Board and by mutual consent

The Clinic Administrator position will remain open until filled. Applicants are requested to send:

- A cover letter (with applicant's contact information) that highlights their experience for the position
- An updated CV/resume
- The contact information for three references (these references can be included in the cover letter or at the end of the CV/resume)

***Application materials and inquiries may be emailed to:*** hgfc.office@gmail.com.

#### *About the Weber Healing Gift Free Clinic*

Founded by the faith and generosity of the people of Kountze Memorial Lutheran Church, the Clinic is a registered 501(c)(3) nonprofit charitable organization that began as a non-proselytizing mission of the congregation to bring health and healing to those in our community. The Clinic continues to exist in cooperation with the various non-proselytizing ministries of Kountze Memorial Lutheran Church and other community partners. The Clinic is housed in the Kountze Commons Community Outreach Center and receives continued substantial support from the members and diverse friends of the congregation (including rent support from the Endowment of Kountze Memorial Lutheran Church).

We remain committed to our mission and as such we serve all people in need and do not discriminate, withhold, or exclude our services on any prohibited basis (such as creed, race, ethnicity, nationality, gender, or sexuality). We were founded on the belief that Jesus Christ came so that all people – especially the poor, sick, and needy – would “have life and have it more abundantly” (John 10:10). Therefore, we actively seek to be a partner with other non-proselytizing organizations (whether of no religious affiliation or those with other religious foundations) who share the same mission and purpose.

In 2019, the Clinic expanded its name to “The Del and LouAnn Weber Healing Gift Free Clinic” in recognition of the Weber’s generous and tireless support of both the Kountze Commons project and the Clinic’s mission.