

## **VWS CLINIC COORDINATOR JOB POSTING**

Vancouver Wellness Studio is seeking a Full-Time Clinic Coordinator to join our Team! VWS is a Holistic, Collaborative and Multidisciplinary Healthcare Clinic located downtown Vancouver, WA.

“Navigating healthcare leaves people feeling overwhelmed and alone. At Vancouver Wellness Studio, our team collaborates with you to provide whole-person care so you can live the life you want.”

### **Vancouver Wellness Studio Values:**

- Community, creative, cohesive, collaborative, care
- Honesty, Integrity, and kindness
- Communication as a personal and professional priority

### **Education and Experience Requirements:**

- Bachelor's degree required
- Higher education preferred
- Training in trauma-informed care, leadership, management communication and systems preferred
- Training and experience in a healthcare setting is a plus
- Experience in leadership role, office management role, and/or systems role preferred

### **Qualified applicants will be:**

- Highly organized and creative
- Kind and caring
- Self-Motivated
- Able to work well with a team and independently
- Passionate about life and collaborative healthcare
- Confident, professional and compassionate in working with people
- Able to maintain their own self-care and value it within their life
- Willing to learn!
- Well versed in the use of computers, email, video calls, google suite and EHR systems

### **Duties:**

- 35-40 hours per week split between the studio and work from home
- Organize and maintain employee files
- Organize recruiting, interviewing, hiring and firing
- Organize and maintain systems
- Organize payroll
- Onboard and train employees
- Organize and facilitate implementation of clinic goals and systems
- Bring new ideas to the team (particularly related to overarching goals for the year)
- Organize and facilitate event details throughout the year
- Create employee and clinic documents, and training videos

- Communication and duties outside of a typical “9-5” schedule on occasion / flexible hours
- Act as a liaison between employees and employer
- Put team’s ideas into action in a structured and effective manner
- Build relationships with each team member
- Organization and implementation of yearly budget

**Compensation and benefits:**

- Starting salary: 50-60k DOE
- Opportunities for growth
- Monthly Massage or Acupuncture included
- Discounts on VWS services and products

**To apply:**

- Email resume and cover letter and introduction video to Kendall Hagensen at [Kendall@VancouverWellnessStudio.com](mailto:Kendall@VancouverWellnessStudio.com)
- Introduction video should be less than 5 minutes. Introduce yourself and tell us why you’re interested in working at VWS and why you think you’d be a good fit.