Vacancy Announcement

Organization: Omna Health Services

Position: Clinical Coordinator and Homecare physician

Employment: Full Time

Date of Announcement: February 11, 2025

Deadline: February 20, 2025

Job description

A Clinical Coordinator performs a variety of tasks, including budget planning, supply management, and coordination of administrative activities in healthcare facilities. They work with doctors and other professionals to ensure efficient operations and timely provision of resources. Their role involves maintaining detailed records, multitasking, and reacting effectively in emergency situations.

Roles and Responsibilities of a Clinical Coordinator

- Overseeing all day-to-day administrative activities at a healthcare facility
- Evaluating personnel and preparing daily reports as needed by other departments
- Assisting with recruitment, consenting, screening and enrollment of personnel

Job Brief

We are currently seeking a dedicated Clinical Coordinator to join our team. As a Clinical Coordinator, you will play a vital role in overseeing all administrative tasks within our organization. This includes warmly welcoming patients as they check-in to our facility, ensuring a positive experience from the moment they arrive. Additionally, you will be

responsible for delivering important medical results to patients and ensuring the facility's medical supplies are consistently replenished.

In this dynamic role, you will collaborate with various professionals and departments throughout our facility to guarantee they have the necessary supplies and equipment to deliver quality care. Your strong organizational skills and attention to detail will be essential as you manage multiple responsibilities simultaneously.

The ideal candidate for this position is a proactive and compassionate individual who thrives in a fast-paced healthcare environment. You should have excellent communication skills to effectively interact with patients and healthcare professionals. Additionally, your ability to work well under pressure and react efficiently to changing situations will contribute to the smooth functioning of our facility.

Join our team as a Clinical Coordinator and make a meaningful impact on patient care by ensuring efficient administrative operations and supporting the needs of our dedicated healthcare team.

Responsibilities

- Employ financial acumen in budgeting and expenditure
- Authorize admissions and treatment as per agreed protocols
- Communicate medical results to patients under clinical supervision
- Replenish the facility's medical supplies
- Attend and contribute to departmental meetings
- Screen and evaluate personnel in the organization
- Implement procedures across the facility

Job requirements

Requirements and skills

Education: Medical Doctor/GP/ with relevant skills, training and experience

- Proven work experience as a Clinical Coordinator or similar role
- Innovative thinker with strong conceptual and problem-solving skills
- Meticulous attention to detail with the ability to multitask
- Strong organizational, administrative and planning skills
- Expertise in working under pressure and reacting effectively to emergency situations
- Ability to work both independently and as part of a team
- Relevant training and/or certifications as a Clinical Coordinator

Salary: According to company scale

Deadline: 20/02/2025

How to Apply

Applicant can send their CV on our telegram account 0936573586 or @Omnahealth