

REVISED: APRIL 15, 2026

**Berks Free Medical Clinic**  
**Position Description: Nursing Coordinator (part-time)**

**FLSA Classification: Part Time (approximately 30 hours/month); Non-Exempt**  
**Reports to: Medical Director and Executive Director**

**About Berks Free Medical Clinic**

Berks Free Medical Clinic is a non-profit organization established in 2002 to meet the health needs of people in the community who are uninsured and do not have the financial means to pay for medical care. The Robesonia Clinic is located at St. Daniel's Lutheran Church in Robesonia, with a Reading Clinic at Mary's Shelter in Reading. Both locations have fully-appointed patient examination rooms.

An all-volunteer Board of Directors provides oversight to both the administrative and medical operations of the Clinic.

The Clinic offers the following services by appointment only: in Robesonia, a weekly Adult Medical Clinic on Wednesday evenings and a Women's Clinic on the third Tuesday evening-each month. At Mary's Shelter, a weekly Adult Medical Clinic on Tuesday mornings and a Physical Medicine clinic on the fourth Thursday of the Month. We anticipate increasing the days/hours of our Reading Clinic in the near future.

**Summary of Nursing Coordinator Position**

The Nursing Coordinator reports to both the Medical Director and Executive Director, and works closely with the Office Administrative and volunteers to assure excellence in all aspects of nursing care provided through the Clinic.

The primary responsibilities of this position are:

- Promote a welcoming and safe environment by example, through communication and interaction, and by adherence to policies and procedures for patients, families, volunteers, and staff.
- Attend and support the volunteer physicians and nurses before, during, and after patient visits at each Clinic.
  - *Before each clinic session:* assure preparation of examination rooms and availability of supplies; review laboratory, radiology, and other results for each scheduled patient; assure the availability of this information to the volunteer care team scheduled for duty; assure that this information is appropriately entered in the EPIC electronic health record (EHR).
  - *During each clinic session:* welcome and support volunteers in assuring efficient patient flow and clinical excellence; serve as an EPIC "super user" to answer questions and support volunteers in their documentation of demographic and clinical data; may need to assist during patient examinations which may include,

but is not limited to, the performance of chemstick and urine dipstick testing, EKG recordings, gynecologic examinations, and blood pressure monitoring; discuss clinical issues requiring urgent responses with the volunteer physicians on duty or contact the clinic's Medical Director.

- *For patient discharge:* review the patient's health condition, treatments provided, tests and prescriptions ordered, referrals to health and other community agencies, and at-home care recommendations; arrange for testing and clinic follow-up appointments; place orders or provide prescriptions for medications; answer questions; and assure the documentation of this education and information into EPIC
  - *At the end of each clinic session:* review EPIC for each patient to ensure that assessment, care, referrals, and other required data are accurately entered into EPIC; work with volunteers to clean, store, and inventory supplies and equipment, as well as dispose of red-bag and regular trash according to protocols; and secure the facility before departure.
  - *Following each clinic session:* communicate test results in normal ranges to each patient via telephone; collaborate with the ordering physician on how best to communicate abnormal test results to the patient, adjust home care recommendations, and/or schedule follow-up care; and document these contacts in EPIC. Communicate with the Office Administrative on patient volume, follow-up needed, and supply replenishment. Communicate outstanding clinical issues to the Medical Director.
- Supervise all volunteer nurses during clinic sessions. Orient new volunteer nurses to their responsibilities. Communicate new or changes to clinical policies and procedures to volunteer nurses and document this communication. Assist in recruiting and retaining volunteer nurses.
  - Support the clinic's social determinants of health initiative in assessing and/or reviewing patient needs for or concerns about environmental, safety, and insecurity issues. Arrange for referrals according to established resources and protocols.
  - Maintain the clinic's supply of sample medications according to federal requirements, clinic policies, and best healthcare practices. Work with the Office Administrative to replenish clinical supplies as required.
  - Serve on the Policy and Procedures Committee.

*Other responsibilities may be assigned based on clinical or administrative needs.*

### **Requirements for Nursing Coordinator Position**

- Registered Nurse licensed in the Commonwealth of Pennsylvania.
- Minimum of two years of nursing experience in acute health care or physician practice, preferably in a leadership role.
- Experience with the EPIC electronic health records system

- CPR certification.
- Excellent communication, time management, and organizational skills.
- Ability to pass an FBI criminal records check, as well as a Pennsylvania Child abuse check (Both clinics are in facilities that have children)
- Bi-lingual language skills (English – Spanish) preferred (or useful) but not required.

### **Physical Requirements of Essential Functions**

- Work Environment
  - Minimal exposure to weather and temperature extremes, other than driving for job requirements.
  - Smoke-free environment in all locations
- Physical Effort
  - Physical mobility that enables safe movement among registration, reception, office, and examination areas.
  - Physical agility to enable standing, sitting, kneeling, and/or stooping for brief periods throughout clinic duties.
  - Physical strength to lift up to 25 pounds of materials and supplies, and to assist patients in maneuvering throughout the clinic.
  - Normal eye-hand and hand-foot coordination.
  - Energy and endurance to withstand focused attention on patients and duties throughout preparation, patient visits, and closure of each clinic session.
- Mental, Sensory, and Communication Abilities
  - Ability to speak, read, and understand English; preference for the ability to communicate in Spanish.
  - Visual acuity for near and distance vision; accommodates from distance to near.
  - Ability to hear and speak in person and via telecommunications with or without accommodation.
  - Above-average complexity of decision-making.
  - Above average complexity of verbal and written communication.
  - Commitment to the mission of the Clinic and the population served.

### **Benefits**

- Salary: To be negotiated. Average of 30 hours per month for on-site duties during clinic sessions, for office documentation, for meetings, and for communicating test results outside scheduled clinic sessions.
- The clinic provides medical liability coverage under the Federal Tort Claims Act.
- Paid Time Off: 20 hours per year to be used at the Nursing Coordinator's discretion for sick time, personal business, or vacation.
- Time Off: With advance notice, other times away from work or schedule changes may be arranged.
- Holiday: The clinic is closed during the week of New Year's Day, Independence Day, Thanksgiving, and Christmas.
- The opportunity to make a difference in the community