

## ***Waukee Area Christian Free Clinic***

### **Position Description**

**Title:** Referral Manager

**Hours:** 0-10 hours per week

**Compensation:** Volunteer role

**Reports to:** Clinic Manager

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### **Responsibilities:**

- 1) Handle paperwork for patient referrals
- 2) Follow-up with patient regarding referral
- 3) Follow-up with VPN and Health Navigation regarding referral

### **Qualifications:**

- 1) Nursing background
- 2) Available for phone calls during business hours
- 3) Effective organizational skills
- 4) Persistence