Clinical Program Associate

Charles B. Wang Health Center is seeking to hire a full-time Clinical Program Associate in the locations in Chinatown and Flushing.

Responsibilities:
- Coordinates the on-site and off-site clinical programs and projects
- Maintains the inventory of clinical supplies and ensures the quality control of medical equipment (i.e., instruments, equipment, machines, etc.)
- Responsible for the day-to-day function of the laboratory and pharmacy services
- Prepares reports on all clinical tracking programs and projects
- Serves as a liaison among the Health Center, New York City Department of Health, pharmaceutical companies, laboratories, and other health-related institutions
- Assists in training and supervising volunteers and other para-professionals
- Assists in other clinical duties as assigned

Minimum Qualifications:
- Bachelor's degree in healthcare administration or a related field
- One to two years of full-time relevant experience is preferred
- Competency in computer skills and Microsoft Office applications
- Good written and verbal communication skills

Benefits:
The Health Center provides a generous employee benefits package so you can focus on doing great work. That includes:
- Medical insurance
- Employer-paid dental and life insurance
- Retirement savings plan
- Flexible spending accounts for transit, parking, health, and dependent care
- Paid time off (28 days for the first year of employment), and
- Tuition reimbursement for eligible employees