



Job Title: Laboratory and Dispensary Manager

Location: Phoenixville Free Clinic, Phoenixville, PA

Employment Type: Full-Time

Reports To: Medical Director / Executive Director

Position Summary:

Phoenixville Free Clinic is seeking a dedicated and detail-oriented **Laboratory and Dispensary Manager** to oversee the daily operations of our in-house lab and dispensary. This role is essential in ensuring efficient, safe, and compliant diagnostic and pharmaceutical services for our patients. The ideal candidate is a healthcare professional with strong organizational and interpersonal skills who thrives in a community-oriented, mission-driven environment.

Key Responsibilities:

Laboratory Management:

- Oversee all aspects of lab operations including specimen collection, handling, on-site and third-party collection and processing, and documentation.
- Ensure quality control and compliance with CLIA, OSHA, and other regulatory standards.
- Maintain accurate records of lab tests and ensure timely reporting of results to providers.
- Coordinate with outside laboratories for tests not conducted on-site.
- Manage lab inventory, ordering supplies and reagents as needed.
- Manage on-site lab equipment: autoclave, hemoglobin A1c and urinalysis

Dispensary Management:

- Supervise medication inventory, ordering, storage, and distribution in accordance with state and federal regulations.
- Ensure all medications are properly labeled, stored, and dispensed under provider direction.
- Maintain accurate medication records and reconcile inventory regularly.
- Collaborate with medical providers to support safe and effective prescribing practices.
- Coordinate with pharmaceutical donation programs and vendors.

Administrative & Supervisory Duties:

- Train, schedule, and oversee volunteers or staff working in the lab and dispensary areas.



- Develop and maintain standard operating procedures (SOPs).
 - Collaborate with clinic leadership to enhance operational efficiency.
 - Participate in quality improvement initiatives.
-

Qualifications:

- Bachelor's degree in a healthcare-related field (Medical Technology, Nursing, or Pharmacy Technician Certification preferred).
 - Minimum 2 years of experience in laboratory or dispensary/pharmacy operations.
 - Familiarity with CLIA-waived testing and pharmacy guidelines.
 - Strong organizational skills and attention to detail.
 - Excellent interpersonal and communication skills.
 - Ability to work effectively with diverse populations in a community clinic setting.
 - Bilingual (Spanish/English) a plus.
-

Working Conditions:

- On-site position in a clinical environment.
 - May require occasional evening or weekend shifts.
 - Requires standing, walking, lifting supplies, and occasional interaction with biohazardous materials.
-

About Phoenixville Free Clinic:

Phoenixville Free Clinic is a nonprofit healthcare provider offering free primary medical care to uninsured and underserved individuals in the greater Phoenixville area. Our mission is to improve community health by providing compassionate, high-quality care in a welcoming environment.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To Apply:

Please submit a cover letter and resume to dprice@phoenixvillefreeclinic.org. Applications will be reviewed on a rolling basis.