



Lackey Clinic

Free and Charitable Healthcare Center

JOB POSTING

Director of Patient Assistance Full-Time with Benefits

Position Summary: *This full-time leadership position is responsible for all activities needed to develop and maintain the Patient Assistance Program (PAP). This includes managing all aspects of the eligibility enrollment screening and approval process to assist patient access medications needed for care. Oversight of grant implementation for all components of The Pharmacy Connection (TPC) program.*

Education and Experience

- ❖ Bachelor's Degree in Business, Management or Health Care related required
- ❖ Must have 3-5 years progressive management experience and be proficient in Microsoft Office Applications.
- ❖ Excellent interpersonal communication skills
- ❖ Must be detail-oriented
- ❖ Data analysis, management and reporting experience preferred
- ❖ Demonstrates initiative and ability to function independently
- ❖ Strong writing skills and professional judgment

- ❖ Preference will be given to candidates with the following desirable skills:
 - TPC program management
 - Experience working with Volunteers
 - Medical office background
 - Marketing or outreach experience
 - Grant Writing experience

Qualified candidates are invited to submit a letter of intent and resume for consideration to Carol Sale, Executive Director: csale@lackeyhealthcare.org