



## OREGON COLLEGE *of* ORIENTAL MEDICINE

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# Herbal Medicinary Supervisor (Part time)

Are you looking for an opportunity to work for an organization that is helping to change our world for the better? If so, Oregon College of Oriental Medicine (OCOM) might be the perfect place for you.

Our campus and offices are in the heart of Old Town Chinatown, in the LEED Gold certified remodel of the former Globe Hotel building. Tom McCall Waterfront Park and the Willamette River are just a block away. And you'll enjoy easy access to the MAX Light Rail, other mass transit, and cycling routes.

OCOM is a nonprofit graduate medical school in Portland, Oregon. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing. OCOM's primary activities are providing studies for specialized graduate degrees; running two teaching clinics, providing affordable care for patients and hands on experience for student interns; and conducting acupuncture and Chinese medicine research. For more information about the college OCOM, visit please go to [ocom.edu](http://ocom.edu).

**We are seeking a dynamic part-time Herbal Medicinary Supervisor** to join our team. One or two five-hour shifts per week. Saturday availability is a plus. Exact schedule to be determined; for Summer quarter: Wednesday, 2:00 PM-7:00 PM and Friday, 9:00 AM-2:00 PM.

Pay for this position is \$15.50-18.50 per hour.

## Position Summary

The Herbal Medicinary Supervisor is responsible for day-to-day operation of the OCOM Herbal Medicinary (OHM), including the efficient fulfillment of herbal prescriptions and providing exemplary customer service. Primary responsibilities include training, supervising, and supporting work-study students in the 1) safe, accurate, and timely preparation of herbal prescriptions for internal clinics and community customers; 2) completion of duties for the maintenance and function of the OHM; and 3) adherence to safety and professionalism standards as outlined by policies and procedures. This position requires a working knowledge of Chinese herbal medicine, a strong ability to multitask, a high level of attention to detail and excellent communication and customer service skills.

## Essential Functions

- Preserve, promote, and protect the OCOM brand
- Supervise students in the accurate, safe, and timely preparation of herbal formulas and maintenance of medicinary
- Provide excellent customer service in accordance with definitions and expectations delineated in operations manual
- Learn and utilize the college's proprietary software system and be able to assist student-workers in same
- Prioritize tasks and direct student-workers to achieve optimal work flow
- Maintain a professional atmosphere in the medicinary at all times
- Utilize herbal knowledge and experience to assist students, interns, and practitioners in proper use of the medicinary
- Answer customer questions at pick-up window within the guidelines of medicinary policy and procedure,

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referring patients back to their practitioner when appropriate

- Attend and participate in required quarterly medicinary staff meetings and performance reviews
- Complete special projects and tasks as designated by the Director of Medicinary Operations
- Keep work area clean and organized
- Complete and file paperwork accurately and neatly
- Flexibility in schedule is important as shift assignments can vary from quarter to quarter depending on the medicinary's needs
- Ability to substitute for other supervisors on occasion is desired
- Demonstrates a commitment to OCOM's core values of *excellence, leadership, healing, innovation, community, and service*

## Education and Experience Required

- Current licensure as an acupuncturist in the state of Oregon (LAc) — proof of licensure will be required.
- NCCAOM certification (Diplomate in both Acupuncture and Chinese Herbology preferred)
- Supervisory and customer service experience

## Knowledge, Skills, and Abilities Required

- Current working knowledge of Chinese herbal medicine and Chinese herbs in *pin yin*
- Familiarity with quality control and assurance methods for product safety
- Ability to learn and adhere established policies and procedures
- Ability to work cooperatively in a fast-paced environment
- Strong attention to detail is critical
- Good sense of humor is highly desirable
- A genuine passion for working with and mentoring students
- **Physical requirements:** ability to lift up to 50 pounds

## To Apply

Email cover letter and resume (.pdf format only) to [HR@ocom.edu](mailto:HR@ocom.edu). In your cover letter, please answer the question, "How would this position at OCOM fit with your long-term professional goals?"

## Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Amber Appleton, 75 NW Couch Street, Portland OR 97209, or [titleix@ocom.edu](mailto:titleix@ocom.edu).

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

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*The science of medicine, the art of healing®*