



POSITION: Nurse Manager

REPORTS TO: Director of Operations

POSITION SUMMARY: Supervision and monitoring of all clinical medical functions to assure quality efficiency and coordination of appropriate patient care. Oversees all nursing and clinical support staff and volunteers and function as clinical staff as needed.

ESSENTIAL FUNCTIONS:

- Be present when medical clinic is open to oversee all clinical aspects of operations.
- Perform all clinical staff duties during medical clinic days (as needed), including triage of walk-in patients.
- In conjunction with the Volunteer Coordinator and clinical staff volunteer leads, supervise and oversee training, monitoring, and evaluation of volunteer nursing staff and clinical support staff. This includes meeting with interested nursing volunteers.
- Provide and improve patient education. This may be during patient visits or scheduling separate nurse visits, depending on the issue.
- Oversee all aspects of laboratory testing and standards. This includes point-of-care testing, acting as a liaison with Quest Diagnostics, ensuring ordered labs have pricing agreements, drawing labs at clinic when clinical staff/volunteer is unable to (or training nurses to do so). Designate logs and required checks to medical assistant.
- Supervise Athena staff inboxes along with medical assistant for volunteer providers and assist staff providers with their inboxes as needed.
- Oversee medication, equipment and supply inventory systems and processes (ordering, stocking, scanning) and designating supply and stocking to medical assistant.
- Serve as lead clinical liaison during the week. All clinically related calls (labs, imaging, pharmacy, patient medical questions) will be routed through Nurse Manager and completed along with the medical assistant.
- Learn clinical aspects of electronic medical record to answer staff questions and develop clinical improvements to meet and exceed quality assurance measures.
- Coordinate with Executive Leadership to accomplish facility and patient-care goals which may include educational opportunities.
- Recognize and assist in solving clinical and administrative problems.
- Supervise care delivery systems to ensure accuracy and consistency.
- Develop and implement clinical policies and procedures.
- Communicate with patients and families to address care-related concerns and implement patient education.
- Serve on Clinical Services Committee.
- Other duties emanating from Executive Leadership.

JOB QUALIFICATIONS:

- **Minimum Education:** Completion of a registered nurse program, BSN required.
- **Minimum Experience:** 2 years
- **Minimum Certifications and/or Licenses:** Licensing as a registered nurse and BLS
- **Minimum Skills:** Experience with EMR, MS Word, Excel, MS outlook.



- Excellent written and oral communication skills, a high level of organization, and the ability to motivate and energize nursing staff in day-to-day operations *and* when implementing new programs or requirements.
- Bilingual (Spanish) preferred but not required.

Job Type: Full-Time 40 hours a week