JOB DESCRIPTION

This role's overall purpose is to work as a nurse leader while participating in patient care. The candidate will provide high quality care while utilizing the varied resources Church Health has to offer. Applicants will have the opportunity to work alongside seasoned Church Health providers and community volunteers daily. Candidates should possess strong communication, leadership and nursing skills.

RESPONSIBILITIES

- Planning and coordinating staff for daily clinic schedules
- Provide leadership and guidance to the medical assistant team
- Maintaining workflows through standardized policies and processes
- Work with providers, staff and volunteers to provide efficient patient care
- Effectively trouble shooting and problem-solving challenges with patients and staff
- Providing positive communication, customer service and team building
- Assist in ongoing staff trainings and development programs
- Collaborate with providers and other integrated health team members to optimize patient outcomes
- Providing direct patient care and assisting providers as needed

QUALIFICATIONS

- Graduate from an accredited school of Nursing, BSN preferred or up to Five years of experience Experience in a primary care clinic, family medicine, pediatrics, med-surgical nursing or public health strongly preferred
- One year of leadership/ Charge Nurse experience
- Bilingual preferred (Spanish)

SPECIAL SKILLS & KNOWLEDGE

- Proficiency in Microsoft applications i.e., Excel, Word, and Power Point are strongly preferred.
- Electronic health record (EHR) Next-Gen a plus
- Must display attention to detail and follow through on open issues
- Asses, evaluate and plan for care of patients within the scope of practice based upon physician orders
- Must have organizational skills, management skills with the ability to train and motivate staff
- Must be flexible and can utilize critical thinking skills

Licensure / Certification Requirements

- Current nursing license (active) Registered Nurse BLS certified