



Clínica Msr. Oscar A. Romero Community Health Centers

Job Description

Job Title: Registered Nurse

Status: Full time

Department: Medical

Position Reports to: Medical Director

Status: Full/Time Non-Union

Send us your resume to: jobs@clinaromero.com

Position Summary:

The Registered Nurse oversees all nursing functions and supervises LVN's, MA's, and case managers involved in providing nursing and case management services. The Registered Nurse works closely with the Medical Director and other member of the Practice Management Team to assure excellence in the quality of services the Health Center provides.

Responsibilities:

- Supervises LVN's, MA's, and case managers who work in the programs which are coordinated by the Director of Nursing
- Oversees with staff educational programs for all staff
- Is responsible for employee safety/OSHA plan
- Directs the immunization program
- Directs the HIV rapid testing program
- Directs the Case Management program
- Directs with other managers the Homeless healthcare program
- Implements and directs new programs that fall under the nursing or medical departments as assigned
- Assists Medical Director in administration of quality management programs.
- Assists with identification, investigation and intervention on behalf of patient care concerns.
- Is responsible for directing and supervising staff who answer phone calls from patients and other providers including pharmacies
- Works with Medical Director to develop and implement corrective action plans developed as a result of site visits or internal assessments
- Assures compliance with regulatory agency requirements and standards.
- Prepares staff and manager of all departments for site visits and audits by regulatory agencies or funders.
- Develops and implements policies and procedures for the medical program as needed.
- Prepares reports on assigned grants and contracts
- Performs chart audits and develops appropriate reports
- Maintains appropriate number of CEUs to remain licensed.

Pico-Union/Westlake: 123 SOUTH ALVARADO ST., LOS ANGELES, CA 90057. TEL: 213 989-7700, FAX: 213 989-7702
Boyle Heights/East Los Angeles: 2032 MARENGO ST., LOS ANGELES, CA 90033. TEL: 323 987-1030, FAX: 323 221-4528

Email: developmentinfo@clinaromero.com **Website:** www.clinicaromero.com





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Qualifications/Requirements:

- Current California Registered Nurse License
- Current CPR certification
- Experience in community clinic and outreach programs.
- Experience supervising staff and with performance evaluation
- Experience implementing public health programs
- Knowledge of regulations governing community clinics
- Experience developing policies and procedures for community clinic
- Good interpersonal skills
- Good mentoring and teaching skills
- Management style must be team oriented
- Ability to interact with individuals within and outside the organization
- Knowledge of Excel, Word, Power-Point and ability to learn new software applications including but not limited to Medical Information System

Observes CMOAR Appearance/Dress Standards.

- Observe regulations on time card use and reporting.
- Maintain attendance as a policy.
- Maintain a clean and safe work area.
- Observe general Safety/Employee Health policies and procedures.
- Maintain a current annual health screening.
- Observe CMOAR Appearance/Dress standards.
- Maintain the privacy and confidentiality of both client and employee with regard to medical records.
- Display clearly visible identification
- Treat all patients with respect and dignity and adheres' to the Patient Bill of Rights.
- Treats all employees with respect and dignity in accordance to non-discriminatory policy and procedure.
- Treat all employees/clients in a courteous and professional manner.
- Conduct only work related conversations when clients are waiting for service.
- Do not discuss other staff members, policies, problems or medical care in public areas of clinic.

Clínica Msr. Oscar A. Romero is an Equal Employment Opportunity Employer

