

Caring Health Center, Inc.

Position Title: Registered Nurse (RN)

General Description:

Conduct professional behavior commensurate with that expected for a health professional. This includes maintenance of strict confidentiality, professional attire and manner, adherence to strict standards of accuracy in translation and documentation, and most importantly, prompt attention to patient's health needs. Function as team member in delivery of health care in a community health center setting. Abide by the mission of the Health Center and comply with guidelines and policies governing clinical staff.

Reports to: Clinical Service Director; takes immediate direction and supervision from the Clinical Site Manager.

Supervises: N/A

Salary/Status: Non-Exempt

Minimum Requirements:

1. Current licensure as registered nurse in the State of Massachusetts.
2. At least 2 years of pediatric and adult nursing experience and involvement in QI/QA standards preferable.
3. Demonstrated ability in effective verbal and written communication.
4. Ability to establish and maintain effective working relationships with other employees, individuals seeking assistance, representatives of outside agencies, and the general public.
5. Professional, reliable behavior and appearance.
6. Preference for bilingual individual: Spanish, Russian or Vietnamese.
7. Demonstrate proficiency in assessment and delivery of family planning services to a diverse population.

Principle Responsibilities and Duties:

1. Develop chart forms/checklist to assess documentation, standards of care, preventive medical standards, and annual medical needs.
2. Performs responsibilities delegated by supervisory personnel with regards:
 - a.) Review of medical records related to specific quality assurance objectives
 - b.) Nursing functions in designated clinics, i.e. diabetes clinic
3. Ensure that comprehensive clinical services are accessible and available to all clients seeking family planning services.
4. Assists as needed in laboratory functions.
5. Assists as needed in clinic maintenance.
6. Prepares examination rooms for patient visits.
7. Stocks inventory; maintains adequate supplies in examination rooms.
8. Assist in exam rooms as needed.
9. Administers medications / immunizations as ordered.
10. If bilingual, provides assistance to health center staff in interpretation during interviews, visits, and phone contacts.
11. Assists in patient education and health surveys.
12. Participates in health center outreach committees & community activities.

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- 13. Maintains confidentiality of all health center information.
- 14. Ensure that clinical family planning services are available to all clients.

This position may require the ability to use a computer, work at a computer workstation, viewing a CRT and have some knowledge of a keyboard.

From time to time, the position may require the ability to work long and arduous hours.

I have read this position description thoroughly, and have had an opportunity to ask any questions I have with regard to it.

Employee's Signature

Date