



Position Description

Job Title:	Clinic Nurse	Revision Date:	03/2013
Program/Department	MLK Recuperative Care Program	FLSA Status	Non-Exempt
Reporting To:	Program Director / Designee	Salary Grade Level:	TBA

Position Purpose:

The Clinic Nurse will participate as a member of a team providing nursing care to newly discharged homeless individuals in need of recuperative care. The Clinic Nurse will also participate as a member of a team in a primary care medical clinic.

Principal Responsibilities:

1. Admits new patient according to standardized procedures and criteria for admission.
2. Conducts triage and daily physical assessments.
3. Performs and provides case management services.
4. Assists in orienting and developing new staff.
5. Monitors and/or administers oral medications as needed.
6. Participates in patient triage calls and appropriate triage routine standing orders.
7. Changes patient’s dressing as needed.
8. Collect blood and urine specimens.
9. Orders medical, and patient welfare supplies as needed.
10. Performs other duties as required by the program.

Requirements:

1. Licensed by the State of California to practice as a Registered Nurse.
2. CPR on an annual basis. Training may be provided.
3. At least five years’ experience in an ambulatory care setting.
4. Experience working with patients and staff from diverse socio-economic, ethnic, and cultural backgrounds.

Signature Print Name Date

Supervisor’s Signature Date

Human Resources Associate’s Signature Date