



Job Description

Job Title: RN Director
Status: Full time
Department: Medical
Position Reports to: Medical Director
Status: Full/Time Non-Union

Position Summary:

The essential job functions for this position include, but may not be limited to those listed in this job description. Employees hired for this position must be able to perform the essential functions of this job without imposing significant risk of substantial harm to the health or safety of themselves or others. The RN Director oversees all nursing functions and supervises the staff involved in providing nursing and case management services. The Director of Nursing 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:

- Provides direct nursing services as defined by the practice standards for a registered nurse.
- Supervises medical assistants, case managers and others who work in the programs which are coordinated by the Director of Nursing
- Performs health worker clinical skills assessment, according to established criteria.
- Assists 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.

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