

With over 50 years of service, our goal is to improve the health of the community we serve by creating easier access to quality clinical, preventative, and specialty healthcare services. Watts Healthcare Corporation is deemed by the Bureau of Primary Health Care of the U.S. Department of Health and Human Services to be a federal employee for purposes of medical malpractice claims and, as such, qualified for protection under the Federal Tort Claims Act.

SUMMARY:

We are looking for a **Registered Nurse, Per Diem** to care for our patients and facilitate their speedy recovery. Providing oversight to clinical nursing services at a primary care clinic serving a socially diverse population including adults, seniors, homeless, children, infants, adolescents and pregnant women. Ensuring effective patient flow, a high quality of nursing care and compliance with clinic policies, government regulations and accreditation standards. Supervising and leading nursing and support staff at the clinic site with integrity, professionalism and service.

ESSENTIAL FUNCTIONS:

- Collaborates with the clinic team to effectively control patient flow through the service; takes action(s) necessary to maintain smooth patient flow and informs providers and others regarding issues affecting the ability to deliver timely patient care within expected standards.
- Supervises clinical nursing services (LVN's, medical assistants and support staff) relating to patient intakes, following clinician orders/treatment and discharge, specialty care coordination and/or chronic disease programs at the site.
- Ensures all patient services are documented in the electronic health record system in a timely manner ensuring accuracy and completeness so the clinic can collect funds for the services; ensures maintenance of electronic health records/documents in accordance with clinic policies and procedures.
- Participates in the planning, development, delivery, evaluation and improvement of care delivery; evaluates processes to improve systems and quality of patient care and recommends changes as needed.
- Oversees maintenance of a working environment that assures effective, efficient, safe operation of the clinic site and a comfortable and therapeutic environment for patients and their families.
- Provides hands on nursing care and clinical support to individual health care practitioners as needed.
- Performs triage for patients, within scope of practice.
- Identifies training needs of staff and collaborates with the nursing management to develop and implement appropriate training programs and opportunities to ensure a skilled and knowledgeable staff.
- Strictly adheres to universal precautions as established by the Center for Disease Control and Prevention, Occupational Safety and Health Administration, DHS/OA and clinic standards and monitors compliance of others; conducts quality control reviews as needed.
- Ensures patient/client confidentiality in accordance with HIPAA privacy regulations; demonstrates complete discretion when discussing patient information.
- Treats patients, family members, co-workers and others with dignity, respect and trust.
- Performs supervisory duties.
- Ensuring appropriate staffing levels; anticipating changes in staffing needs and coordinating staff schedules when shortages exist.

- Assigning workloads to meet priorities, and establishing work schedules and policies necessary to ensure timely and accurate completion of tasks.
- Reviewing and approving documentation of patient care activities when required.
- Managing performance including preparing periodic appraisals providing opportunities for growth and development of direct reports.
- Conducting/documenting disciplinary actions and/or counseling sessions according to clinic policies and procedures and in consultation with Human Resources.
- Maintains working knowledge of medical and related skills through reading, participation in seminars and other educational opportunities and personal contacts/professional memberships in the field; ensures timely completion of continuing education required to maintain licensure.
- Participates as a member of the department or site's leadership team; promotes the clinic's goals and philosophies to staff; participates in committees; actively cooperates with others in support of the clinic's goals; provides input on general operational issues to improve the quality of health care delivery and to create and monitor protocols/guidelines for patient care.
- Participates in hazardous waste and infection control assignments.
- May perform any or all of the duties of LVN's or support staff, if necessary.

REQUIREMENTS:

- A valid Registered Nurse license issued by the State of California.
- Prior administrative and supervisory experience in an outpatient family practice, internal medicine, pediatrics clinic, or similar.
- Working knowledge of direct outpatient care and management methods and practices in a community clinic setting. Prior experience in a similar setting is preferred.
- Basic knowledge of local, state and federal regulations relating to care of patients in a clinic setting; and prior experience with county, state and federal programs such as CHDP, FFACT, EWC, Medi-Cal and Title X is preferred.
- Demonstrated supervisory skills sufficient to manage up to 10 employees in a medical office, clinic, or similar health care facility and manage clinic nursing services to achieve the delivery of efficient, quality patient care services.
- Knowledge of common safety hazards and precautions sufficient to establish a safe work environment.
- Ability to perform clinical and patient support duties within established guidelines in a organized, efficient manner.
- Ability to relate and communicate well to all cultural and ethnic groups in the community, including fluency in written and spoken English. Bi-lingual skills in written and spoken Spanish are preferred and may be required for specific assignments.
- Skill in identifying problems and recommending solutions in a clear, concise and proactive manner, including recognition and resolution of costly errors.
- Ability to develop and maintain cooperative relationships with staff members, patients and other clinicians and work as a member of a multi-disciplinary team.
- Ability to complete and maintain records in accordance with procedures utilizing an electronic health record system, plus general computer skills in Microsoft Office programs.
- The flexibility to deal effectively with changes in work schedules and sites.
- Current California driver's license and State-required insurance when using personal vehicle on clinic business and a driving record acceptable to the organization and/or its insurance carrier.
- Willingness to commit to the philosophy and goals of Watts Healthcare.

Salary: \$40.00 per hour

Medical specialties:

- Emergency Medicine

Physical setting:

- Clinic
- Outpatient
- Urgent care center

Supplemental schedule:

- On call

COVID-19 considerations:

All patients are subjected to COVID screening and are required to wear a mask when not receiving treatment. All staff members must be fully vaccinated.

Education:

- Associate (Preferred)

Experience:

- prior administrative and supervisory: 2 years (Preferred)
- working knowledge of direct outpatient care and management: 2 years (Preferred)
- Nursing: 1 year (Required)

License/Certification:

- BLS Certification (Required)
- RN License (Required)