

## **T.H.E. HEALTH AND WELLNESS CENTERS JOB DESCRIPTION**

**POSITION:** **CLINICAL NURSE / PROJECT COORDINATOR**  
**DEPARTMENT:** Medical Unit  
**STATUS:** Full-Time, Exempt

### **POSITION SUMMARY:**

Under the direction of the Chief Medical Officer, the Clinical Nurse / Project Coordinator performs various duties in accordance with the needs and scope of T.H.E. Health and Wellness Centers. This individual must be one who thrives in our environment centered in values or respect, integrity, compassion, confidentiality and excellence.

### **Essential Duties and Responsibilities:**

1. Ensures nurses, medical assistants and other back-office staff maintain appropriate licensure/certifications and attend all required continuing education.
2. Ensures all subordinate staff remains in compliance with T.H.E. Health and Wellness Centers' employment policy and code of conduct.
3. Manages the employee performance review process for all direct report staff.
4. Provides mentorship, training and guidance to subordinate staff.
5. Supervises the administration of competency assessments and corrective training when needed.
6. In collaboration with the CMO, provides clinical direction and supervision over T.H.E. Clinic Inc. Infection Prevention and Control program.
7. Collaborates with other clinic leaders to participate in Joint Commission readiness and maintenance. Participates in other audits and data tracking such as HEDIS, UDS and other clinical indicator projects.
8. Participates in the care of patients within the scope of his/her practice as delineated by clinical privileges, conducting nurse visits, providing patient triage when appropriate, providing education and guidance to patients and their families.
9. Attends and assists with preparation of conferences as well as clinical and administrative meetings to represent benefit and interests of T.H.E. Health and Wellness Centers. Participates in Peer Review, Quality Improvement, Departmental Meetings, and others as assigned.
10. Maintains working knowledge of departmental policies and procedures. Updates and revises nursing related policies and procedures as required.
11. Maintains current licensure and participates in on-going continue medical education.
12. Performs other duties as assigned.

### **Education and/or Experience Required:**

- Current California Registered Nurse License and CPR Certification.
- Min. 2 years of community clinic experience is a plus.

- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Demonstrate ability to communicate effectively with patients, professionals, and work as effective team unit.
- Ability to delegate authority to an appropriate staff.
- Ability to work independently, as a team player and under pressure.
- Computer proficiency.
- Excellent oral and written communication skills.
- Excellent organizational skills
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
- Bilingual preferred.

**Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk, listen or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Job Description Disclaimer**

This position requires compliance with Health Center’s written standards, including its Standards of Conduct and policies and procedures (“Written Standards”). ?? ??

Failure to comply with Health Center’s Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center’s Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center’s Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Clinic, Inc. I understand that T.H.E. Clinic, Inc. reserves the right to modify job duties or job descriptions at any time.

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Employee's Signature                      Print Name                      Date

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Supervisor's Signature                      Print Name                      Date