



POSITION DESCRIPTION	
Date: 03/06/2024	Please check one: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
<b>Position Title: Registered Nurse (RN)</b>	Pay Rate/Grade: \$86,000.00 – \$96,000.00
Reports to: Nurse Manager	FLSA/ Work Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salaried
Direct reports: TBD	
Schedule: Monday – Thursday 7:30am-6:00pm, Friday 8am-5pm.	

Love what you do and do what you love.... Harbor Community Health Centers is seeking a **Registered Nurse** to join our team. HarborCHC is a trusted provider of state-of-the-art health services for men, women, and children throughout San Pedro, CA, and the surrounding Los Angeles and South Bay areas. Our mission is to provide quality, comprehensive healthcare, and supportive services to those in our community, regardless of their ability to pay.

Founded more than 50 years ago on the belief that every person of every age and income level should have access to the best healthcare options available, Harbor Community Health Centers is dedicated to providing cutting-edge healthcare services for residents of the San Pedro area, including preventive options like routine, school and sports physicals, immunizations, OB/GYN care, and health screenings, as well as treatment of both acute and chronic illnesses and diseases. Begun as the “storefront” Harbor Free Clinic in 1970, today the clinic features two locations in San Pedro – a general care clinic and a location dedicated to pediatrics.

### JOB SUMMARY

Under the direction of the Nurse Manager, the Registered Nurse (RN) will work as a member of an interdisciplinary health care team to provide quality comprehensive primary and preventive care to Harbor Community Health Centers (HarborCHC) patients, utilizing clinical practice guideline.

### EXPECTATIONS

- Adheres to all Harbor Community Health Center (HarborCHC) policies and procedures.
- Observes all policies and procedures for the use of time-keeping system, including attendance, tardiness, proper clocking procedure, overtime authorization, and that employee nametag is visible.
- Conducts self in a manner that represents HarborCHC’s core values at all times.
- Maintains a positive and respectful attitude with all work-related contacts.
- Provides excellent customer service.
- Communicates regularly with his/her immediate supervisor about departmental and HarborCHC concerns.
- Consistently reports to work prepared to perform the duties of the position.
- Meets productivity standards and performs duties as workload necessitates.
- Fosters an environment that promotes trust and cooperation among all staff.

### MISSION, VISION, AND VALUES

- Our mission is to provide low cost, comprehensive high quality health care and supportive services to those in our community who do not have access to medical care.

- Our vision is "Improving the Health and Well Being of our Community"
- Our Core Values consist of Integrity, Compassion, Excellence, and Diversity, Equity, & Inclusion.
- Employees must possess a strong commitment to the mission, policies, goals and philosophy of Harbor Community Clinic.

### ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Maintains regulatory compliance consistent with quality standards and ethical obligations of HarborCHC
- Assess and observe patients' conditions and behaviors
- Assesses patient history, physiological, and psychosocial status
- Collect and document patient health history
- Uses critical thinking to formulate and carry out a care plan according to patient needs
- Administer patients' medicines and treatments
- Operate and monitor medical equipment
- Help perform physical examinations and diagnostic tests
- Provides patient and family education throughout the care of patient, and explain what to do at home after treatment
- Communicate changes in patient's clinical condition with Physicians, Nurse Manager, and co-workers as appropriate.
- Consult with physician to decide on the best treatment plan for patients.
- Collaborate with Nurse Manager to find ways to improve healthcare processes and improve patient outcomes
- May delegate selected nursing activities, but retains accountability and responsibility for the overall nursing care.
- Supervising medical assistant staff along with the continuous evaluation of patient care needs
- Perform other duties as assigned to support HarborCHC's Mission and Values.

### QUALIFICATIONS

Required education, experience and/or training:

- Must have a current CA Registered Nurse License
- Must have a Nursing Degree from accredited school of nursing required
- BLS/ ACLS Certification
- Minimum 2 -3 years of experience in a supervisory position
- Experience with a FQHC preferred
- Sensitivity to needs of culturally and linguistically diverse patient and employee population
- Demonstrated leadership abilities.
- Spanish speaking preferred, but not required

Key Competencies:

- Excellent communication (oral and written) and interpersonal skills
- Basic organizational skills.
- Basic computer skills.

- Capable of decision making and problem solving;
- Ability to analyze, review and judge different situations
- Ability to work effectively and collaboratively
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.

**HR Procedural Requirements:**

- Legal authorization to work in the United States.
- A valid California Driver's license with clean records and access to an insured automobile.
- Clear all post offers, pre-employment background screening, and education verification.
- Must be vaccinated against COVID-19 or have a qualifying medical/religious exemption.

**PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust.

**Hours:** HarborCHC is open Monday – Thursday 7:30am-6:00pm, Friday 8am-5pm. This is a full-time, non-exempt position, and the employee is expected to work approximately 40 hours per week. Evening and weekend work may occasionally be required, as business needs dictate.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

HarborCHC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. HarborCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

**DISCLAIMER**

The above statements define this position as it currently exists and are intended to describe the general content of and requirements for this job. They are not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. HarborCHC is an at-will employer.

In addition, HarborCHC may change your duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), with or without cause or prior notice.

\_\_\_\_\_  
Employee Name  
\_\_\_\_\_

\_\_\_\_\_  
Date

Employee Signature