

Job description

Mission City Community Network, Inc. is a non-profit organization of multiple clinics operating as a Federally Qualified Health Center. We are dedicated to serving low income families in the San Fernando Valley, San Gabriel Valley, South Bay and San Bernardino areas. We are committed to providing quality care in the following areas: Adult, Pediatrics, Women's Health, Dentistry, Health Education, and Behavioral Health.

Job Title: Registered Nurse Clinical Supervisor or Licensed Vocational Nurse

Status: Part-Time or Full-Time

Hiring: 1 RN or LVN

Locations:

- SFV North Hills - Monday - Friday 8a-5p

*Willing to assist other MCCN Clinic sites, as deemed necessary

General Summary:

Provide health care interventions including counseling, education, and health promotion. Supervise back office staff and maintain Policies & Procedures. Dispense medications to patients.

Responsibilities and Duties

- Under general supervision, plans, directs, and evaluates total nursing care, in accordance with established philosophy.
- Relates effectively with other staff for continuity of care; maintains satisfactory relations with other departments and nursing units; participates in all phases of education, maintenance of records, and upgrading of policies, procedures, and skills of personnel.
- Identifies problems and guides personnel to their solution.
- Accurately and promptly implements physicians' orders.
- Work at nurse's station) Dispense medications according to physicians' orders. Educate patients' on how the medication is to be taken and any contraindications.
- Maintain inventory of all pharmaceuticals to ensure compliance with pharmacy dispensing laws.
- Update Emergency Kits from all locations monthly.

- Supervise and train Back Office staff; maintain work schedules for staff.R.N.

Qualifications and Skills

- * Must have a Bachelor of Science in Nursing with a current California Registered License to practice. (If RN applicant.)
- OR
- Licensed Vocational Nurse to practice
- Must maintain a current Cardio-Pulmonary Resuscitation certification, in compliance with corporate CPR policy.
- Be able to communicate tactfully and empathetically, with cultural sensitivity; with staff and patients. Fluently in Spanish, required.
- * Must have computer skills 32+ w.p.m.
- Two years clinical experience as a Registered Nurse, with a minimum of one year of experience in the clinical area assigned.
- Experiences must have been a Registered Nurse or LVN within a United States Licensing Jurisdiction. Supervision experienced necessary.
- Must have reliable means of transportation a current, valid CA Driver's License, and valid liability insurance.
- Willing to travel to MCCN site locations, as deemed necessary.
- Must maintain a current Cardio-Pulmonary Resuscitation certification, in compliance with corporate CPR policy.
- Must be willing and able to work a varied and flexible schedule to accommodate the needs of MCCN and its patients.
- Must maintain or exceed competency levels as established by corporate standards for clinical practice.(must be flexible, detail orientated, organized, and multi-task)
- **Bilingual Spanish/English, preferred**

MCCN Benefits full-time 30+hrs/wk include but are not limited to:

- 403B retirement plan
- Accrual of Sick Time
- Medical, Dental, Vision and Life coverage (Benefits take effect 1st of the month following the 60 day waiting period.)

After 90 days of employment

- Usage of Sick time accrual
- Holiday pay

- Bereavement pay (up to 3 days a year; blood family only)
- Jury Service pay (up to 5 days with proof of service)

After 6 months of employment

- Vacation time accrual (roll over)

To Apply:

Please email your resume/CV and cover letter to Human Resource Dept.

MCCN is an Equal Opportunity Employer

Job Types: Full-time, Part-time

Pay: \$31.00 - \$40.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- 403(b)
- Bereavement leave
- Dental insurance
- Health insurance
- Life insurance
- Loan repayment program
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Required)

Experience:

- Clinical Nursing - outpatient setting: 2 years (Preferred)

Language:

- Spanish (Preferred)

License/Certification:

- RN License (Required)

Willingness to travel:

- 25% (Preferred)

Work Location: In person