



ethnē health
a community clinic

Nurse 2

POSITION SUMMARY

The Nurse is a licensed practical nurse or registered nurse who uses his/her nursing experience and clinical knowledge to fulfill various roles in operation of the clinic. All nursing staff are required to document their work in the electronic medical record, treat patients in a timely and professional manner and maintain compliance with applicable regulations. This position is directly supervised by the CMO.

KEY RESPONSIBILITIES

- Collaborates with the Back Office Lead to improve clinic flow and operations.
- Assists providers with medication refills, prior authorizations, and other clinical documentation.
- Assists providers with enrolling patients for drug assistance programs.
- Assists with recognizing the needs and concerns of people within their cultural framework, and maintains constructive relationships in dealing with them
- Understands Ethne Health's relationship with the community and maintains a positive image and relationships
- Attends and participates in in-service education for staff, quality assurance program, and risk-management programs.
- Administration of injectable medications (i.e.: immunizations, injectable birth control, steroids, pain medication)
- Administer nebulizer treatments
- Collect and prepare lab specimens
- Performs EKGs
- Administer vision and hearing screens
- Communicates normal and abnormal lab results to patients and provides appropriate patient education and the treatment plan as outlined by the provider.
- Perform routine phlebotomy services including venipunctures, finger sticks, skin punctures, injections, immunizations, and all CLIA waived tests.
- Notify physicians of abnormal results. (i.e. in-house strep test, hemoglobin, glucose and hemoglobin A1C).
- Provides nursing care for patients per protocols and as directed by the provider such as: IV infusions, medication injections, wound care and dressing changes, assisting in procedures (eg. PICC line removal/management), and diabetes (use of glucometer, insulin administration, etc) and other chronic disease patient education.
- The nurse will triage patient phone calls for providers and helps with medication refills or other patient requests. The nurse directs the assessment of urgent patients who present to the clinic in person or via phone. Appropriate documentation should be noted in the patient's medical record.
- Assist patients with medication and chronic disease management.
- Use proper lifting techniques to assist patients out of cars, push in wheelchairs, on to exam tables and other patient mobility situations
- Helps train medical support staff and volunteer nurses on duties, procedures and protocols.
- Provide assistance with other tasks as assigned.



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POSITION REQUIREMENTS

Skills:

- Adaptability
- Strong patient assessment skills required including ability to triage patients. Ability to use the nursing process to guide patient encounters and care.
- Communicate effectively with patients in a manner that protects their confidentiality and is sensitive to their culture and to their physical/emotional/spiritual condition.
- Flexibility to adapt to changing or stressful conditions, including unanticipated changes to working schedules or locations.
- Good physical stamina and an ability to be standing/active/in motion most of the day. Strength and dexterity to move patients, handle equipment, and move quickly within the clinical area to fulfill job responsibilities.
- Good interpersonal skills are a necessity, including an ability to work well with the variety of ages, cultures, and temperaments represented among Ethne Health staff and patients, treating others with kindness and professionalism in all they do.
- Commitment to demonstrating personal integrity through punctuality, honesty, an ability to follow instructions, proper attention to detail in all work matters, and a willingness to learn from others.
- An ability to work independently, take initiative, and set priorities in accordance with the needs and mission of the clinic.
- Clear and concise written and verbal communication skills for communicating coherently and professionally with patients and co-workers.
- Conscientious of departmental and organizational policies and procedures, and able to embrace and personify the mission of Ethne Health.
- Strong ability to be a clinical leader in the organization and manage a team of medical support personnel. Ability to delegate appropriate tasks to medical support staff.
- Good conflict resolution skills.



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Education:

Relevant college degree or experience in nursing

Experience:

Clinical experience preferred, preferably in an acute care or triage setting
Demonstrated experience of leading others preferred

Licenses or Certifications:

RN or LPN Licensure in the state of Georgia
CPR Certification
Knowledge of any other language is helpful

Compensation/Benefits:

- Reimbursement for GA state licensure and BLS certification
- Annual continuing education allowance
- 6 weeks of maternity leave/2 weeks paternity leave, as needed
- PTO accrued at a rate of 0.058 per hour worked, after 90 days (3 weeks per year)
- \$30-\$33/hr based on experience.
- Benefits- health, dental, vision, life insurance

Please email cover letter and resume to Kimberly Stewart at kimberly.stewart@ethnehealth.org

ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of my job description. I understand that it is my responsibility to review Ethne Health's expectations with my supervisor.

Print Employee Name

Signature of Employee

Date