

LONG VALLEY HEALTH CENTER - JOB DESCRIPTION

JOB TITLE: Nursing Manager
SUPERVISOR: Medical Director
RESPONSIBLE TO: Medical Director
SALARY GRADE: Medical Level 3 (MM3)

GOAL: To work as a member of a medical team in a primary care setting, to provide supervision of nursing staff and the clinical area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs duties and responsibilities of Staff Nurse;
2. Supervises day-to-day operations of clinic area, including scheduling;
3. Orders supplies for clinic area as needed;
4. Schedules and leads nursing staff meetings;
5. Monitors and reports to VFC on vaccine program;
6. Arranges training and in-services for existing staff;
7. Responsible for training of new nursing staff;
8. Monitors Q.A. performance and documentation;
9. Evaluates and updates policies and procedures as needed;
10. Serves as liaison between nursing staff and Medical Director;
11. Monitors adherence to C.L.I.A., and State and Federal clinic standards;
12. Participates in interviewing and hiring of nursing staff;
13. Conducts personnel evaluations;
14. Monitors and reports, orders flu vaccines yearly;
15. Assures that medical equipment is working and if problem, troubleshoots and calls appropriate company
16. Other job-related duties as assigned.

QUALIFICATION REQUIREMENTS:

1. Possession of valid California R.N. or L.V.N. license;
2. Current C.P.R. certificate;
3. Ability to communicate effectively and clearly (both written and oral communication);
4. Supervisory experience preferred;
5. Ability to follow oral or written instructions;
6. Must be able to interact effectively with other employees in all levels of the organization as well as with the general public.
7. Keyboarding and computer skills;
8. Good organizational skills.

PHYSICAL REQUIREMENTS:

1. Must be able to lift up to 40 pounds and push up to 200 pounds on wheels.;
2. Must be able to hear callers on the phone and those who are served in person, and speak clearly in order to communicate information to clients and staff;
3. Must have vision which is adequate to read written materials, computer screens, registration forms and other clinic documents;
4. Must have high manual dexterity;
5. Must be able to reach above the shoulder level to work; must be able to bend, squat, sit, stand, stoop, crouch, reach, kneel, twist, and turn.

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JOB TITLE: Nursing Supervisor

Page 2

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually above average.

Employee Signature

Date

[10-24-07;ag]