

## El Dorado Community Health Center

### JOB DESCRIPTION

**JOB TITLE:** Care Team Registered Nurse (RN)

**REPORTS TO:** Manager, RN Services

**DIRECT REPORTS:** None

**JOB SUMMARY:** At El Dorado Community Health Centers, we strive to provide quality care to our patient population that is a vibrant and diverse community of various socioeconomic levels and ethnic backgrounds. We pride ourselves on having an excellent multidisciplinary team of professionals who provide culturally sensitive, compassionate care to all individuals regardless of ability to pay.

We are looking for a qualified Registered Nurse to join our nursing team. The Ideal candidate will have direct patient-care experience in a community health or primary care setting. RN candidate should have a desire to work with underserved communities and a passion for health education and primary care.

This position offers the ability to see patients both independently and as a vital team member in an integrated primary care model. Nurses in our clinics work to the top of their licensure to provide patient-centered care and gain experience in case management, health coaching, triage, and furthermore are able to improve patient care through participation in and development of quality improvement initiatives. This is a grant funded position and is subject to funding availability.

#### **JOB DUTIES AND RESPONSIBILITIES:**

1. Provides culturally sensitive, patient-centered care to all EDCHC patients.
2. Provides nursing care within scope of license and clinic policy and procedures.
3. Performs telephone triage of patients' medical concerns and providing triage advice.
4. Reviews and follows up Emergency Department and Hospital discharge summaries to facilitate coordination of transition to community.
5. Conducts patient co-visits with clinicians to provide additional support in chronic illness management.
6. Conduct new patient intake visits with history taking, ordering labs, medications, and vaccines per standardized procedures/protocols, orienting patients to services and policies.
7. Utilizes health coaching skills and encourages patient self-management.
8. Participates in population management Quality Improvement projects and PDSA cycles.
9. Participates in community outreach activities as deemed necessary by supervisor.
10. Reports communicable diseases to county and coordinates follow-up.

11. Manages in-box messages from patients and medical providers.
12. Administers injectable medications including insulin, antibiotics, and pain medication.
13. Provides medication refills per clinic protocol.
14. Reviews lab results, diagnostic imaging, and specialist consult summaries for actionable items.
15. Provides health education and formulating care plans for patients with chronic illness e.g., diabetes, obesity.
16. Performs medication reconciliation as needed.
17. Performs nursing skills including insertion of straight or indwelling catheters, suture removal, wound care, and interpreting PPD skin tests within scope of RN license.
18. Responds to medical emergencies in clinic and leads “MD STAT” situations alongside medical provider.
19. Responds to in-person or electronic patient requests for lab results, medical questions and concerns regarding disease processes.

Knowledge of:

- Knowledge of computer literacy including word processing, office software, and Electronic Health Records (EHR).
- Compliance with all state and federal laws and regulations, as they pertain to position including; HIPAA, sexual harassment, Scope of Practice, OSHA etc.

Skills in:

- Excellent communication skills. Must be polite and helpful at all times. Must demonstrate high professionalism when dealing with clients, staff, community partners, and vendors.
- Must possess excellent organizational, writing and verbal skills.

Ability to:

- Ability to maintain an extremely high degree of confidentiality and adhere to all requirements of the Privacy Act regulations.
- Ability to work both independently and as part of a care coordination team.

**Education & Licensing Requirements:**

- Associate or BS Nursing degree.
- Active California RN License in good standing.
- Current AHA CPR Certification.

- 2+ years of experience as an RN in any setting.

**Other:**

- Experience in a community clinic or primary care setting preferred.
- Familiarity or proficiency in using eCW Electronic Health Records desired.
- Experience with nursing care coordination/case management.
- Bilingual in Spanish highly desired.
- Excellent verbal and written skills.
- Strong enthusiasm and willingness to pitch in whenever needed.
- Ability to work independently, with written protocols.
- Ability to be sensitive to ethnic and cultural differences and their relevance to health care.

**Physical Requirements:**

Normal health center/interior office environment; see, hear, talk, walk or move about, sit and/or stand for long periods of time, reach, stoop, bend, lift up to 20 lb.; repetitive hand movement; use and view a computer; use a calculator, operate fax, copier, telephone; read and write English.

**FLSA Status:** Non-exempt

**Note:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

I have read and understand the job description for my position, Care Team Registered Nurse.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date