

**Position:** Staff Nurse/Care Coordinator

**Job Summary:** To serve as nurse administrator and coordinator of patient care. Uses available resources in order to assure high quality, complete, and comprehensive care for patients who have no other access to care. Directs patient care and clinical operations at the Will-Grundy Medical Clinic.

**Reports to:** Executive Director

**Supervises:** Staff, as director by the Executive Director and volunteers assigned to projects related to the position.

**Qualifications:** RN who has a bachelor’s degree in nursing preferred. LPN minimum requirement. One to two years of management experience in a health care setting. Good interpersonal and communication skills. Bilingual (Spanish) skills desired. Current CPR certification required.

**Responsibilities:**

1. Upholds and fulfills the mission of the Will-Grundy Medical Clinic.
2. Oversees the entire operation of clinic sessions including physician coverage as well as anticipate physician needs, preparation of charts and reports, and assure adequate staffing (staff and volunteer clinic doctors and nurses).
3. Oversees and provides hands-on nursing care for patients and consults with the Executive Director and Medical Advisory Committee when necessary. Assists in continuity of care from one provider to another.
4. Reviews all applications of people who are requesting to be a clinic patient and who require medical records. Consults with the Executive Director and Medical Advisory Committee when necessary.
5. Assists and supports in providing one-on-one education with patients requiring a nurse visit or further physician intervention.
6. Assists and supports in completing referrals for those patients needing continued care and treatment. When possible assure referral follow-up and outcome. Track referral responses and report back to the Clinic physician.
7. Reviews all test and lab results and prepare for review by a physician. Notifies physician with any abnormal results requiring immediate intervention.
8. Serves as a resource for decisions concerning applicants with multiple and complex medical needs.
9. Serves as a primary responder to medical emergencies within the Clinic or on the grounds. Provides basic emergency care when needed until the arrival of paramedics/ambulance or transfer to a hospital.
10. Conducts new employee orientation. Assists with tours for new volunteers and visitors.
11. Serves as the Safety Officer and comply with all federal and state regulations relating to staff and patient requirements including OSHA and IDPH/TB regulations. Conducts annual fire/safety in-service.
12. Manages the stock of medical supplies (purchased and donated) within the constraints of the annual budget.
13. Manages the stock of medications (purchased and donated) within the constraints of the annual budget. Serves as an agent of the physician or dentist in the preparation of all medications given to patients as provided in the Pharmacy Act.
14. Convenes meetings of the Medical Advisory and Quality Improvement committees. Develops and implements policies related to the medical services of the Clinic.
15. Develops and maintains patient related databases required to track pertinent data to support grants and funding.
16. Supervises the process in which the patient bills are reconciled to assure continued eligibility of services and referral resource contribution.
17. Acts as a liaison with other collaborating agencies such as Illinois Breast and Cervical Cancer Program, Sunny Hill TB Clinic, and local Colleges of Nursing.
18. Attends Clinic-related functions and special events as requested by the Executive Director.
19. Maintains confidentiality.
20. Abides by all Clinic policies.
21. Works with all team members (staff and volunteers) to ensure smooth operation of the Clinic.
22. Carries out other duties as assigned.