**General Summary of Duties:** Implement [CHC]’s mission, philosophy and goals in all activities. Organize, plan, evaluate and direct the services of the Nursing Department. In collaboration with site specific nurse managers, nurse team leaders and the Medical Director, ensure compliance with organizational policies and procedure, state and federal laws related to the practice of nursing, and applicable laws and standards established by federal, state and local regulatory agencies. Plan and direct the staffing schedules for nurses and medical assistants to ensure staffing adequate to support scheduled clinical activities and provider productivity. Participate as a member of the senior management team, representing and advocating for the organization’s nurses and medical assistants. Contribute to the development of organizational goals and objectives and the successful achievement of the organization’s Health Service and Business Plans. Act as a resource to team members, participate in team and professional meetings and give input as to the needs of the organization’s clients. Participate as a member of the organizations Clinical Quality Improvement Committee. Protect the dignity, privacy and confidentiality of patients and their families, as well as co-workers, board members and volunteers.

**Supervision Exercised:** Supervise RNs at all clinic sites; supervises the School Health Program Manager.

**Supervision Received:** Reports to the Executive Director

**Essential Responsibilities:**

1. Administratively and clinically direct the organization’s nursing and medical assistant services;
2. Ensure compliance with applicable federal and/or state laws regarding the practice of nursing;
3. Ensure compliance with organizational policy and procedure;
4. Participate in establishing organizational goals, objectives, policies and procedures;
5. Supervise subordinate personnel including: hiring, determining workload and delegating assignments, training, mentoring and development reviews, and initiating corrective or disciplinary actions;
6. Develop and implement procedures to support organizational programs and nurse best practice standards;
7. Recommend, advocate and/or implement, new and or changes to existing policies and procedures;
8. Monitor and evaluate nursing practices, processes and programs for quality and effectiveness and develop and implement procedures and plans for improvement;
9. Deliver presentations, trainings, or represent the organization to staff, management, clients, or the general public, as requested and/or indicated;
10. Other related tasks as requested by the Executive Director.

**Knowledge:**

1. Knowledge of nursing principles, theories, and practices;
2. Medical office practice requirements including laws related to OSHA, blood borne pathogen control, and HIPAA;
3. Principles, theories, and practices of performance management; and
4. Knowledge of [State] law related to the practice of nursing and the supervision of medical assistants;

**Skills:**

1. Plan, organize and prioritize time and workload to accomplish tasks and meet deadlines;
2. Control or direct the operation of a program or project;
3. Develop approaches for implementation of an idea, program or change in operations;
4. Establish objectives and specify strategies and actions to achieve these objectives; develop and implement new procedures;
5. Supervise others by assigning/directing work; conducting development reviews, staff training and mentoring, taking appropriate disciplinary/corrective actions, making hiring/termination decisions;
6. Deal with people in a manner which shows respect, sensitivity, tact, and professionalism;
7. Speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally; and
8. Speak before a group of people

**Qualifications:**

* Current [State] license to practice as a Registered Nurse;
* Current Basic Life Support certification;
* Oregon drivers license;
* Work with low income populations;
* Non-judgmental attitude;
* Ability to work as a member of a team;
* Ability to plan, organize, prioritize, check and assign work to others;
* Ability to handle confidential material;
* Ability to communicate effectively both verbally and in writing;
* Demonstrated teaching ability and experience;
* Ability to exercise independent judgment;
* Ability to work with all departments and personnel levels;
* Keyboarding at 25+ wpm;
* Willingness to work a flexible schedule when circumstances necessitate

**Education:** BS in Nursing or related field. Masters in Nursing, Health Care or non-profit management highly preferred

**Experience:** 3-5 years as a nurse manager in a primary or specialty care office

**Physical Demands/Work Conditions:** Lifting, bending, reaching, pushing, carrying, sitting, vision corrected in normal range, hearing corrected in normal range. Exposure to infectious diseases; potential exposure to physical violence. 100% indoors. May be exposed to cold/heat controls, close contact with sick people.

**Machines/Equipment:** Computer, postage machine, fax, copier, and calculator