

Job Announcement

Organization: Shingletown Medical Center

Title: Clinic Nurse Manager

Education and Experience Requirements: Completion of an accredited RN program with a Bachelor degree in healthcare or business administration preferred. Current California RN license and in good standing with the Board of Registered Nurses required. Current CPR certification required, ACLS preferred.

Two years experience in health administration including one year experience in a clinic environment. Minimum of one year experience in acute care or a clinic.

Salary: \$30.00 - \$32.00 per hour exempt (commensurate with experience)

Tenure: Permanent/Full-Time

Summary: Are you interested in managing patient care in a rural health setting? Shingletown Medical Center is a Federally Qualified Health Center located in beautiful Shingletown, CA. Shingletown is located in the Sierras a short drive from Lassen Volcanic Park.

Duties

Supervise clinical operations, implementing clinic objectives, policies and procedures and assuring coordinated efforts by all staff.

Supervise Licensed Vocational Nurse and Back Office Supervisor.

Promote the provision of cost-effective, high-quality health care services for all patients.

Analyze systems and procedures plus recommend changes to improve workflow and efficiency

Work in an independent capacity resolving problems, analyzing data and preparing reports.

Function as the clinical liaison within Shingletown Medical Center committee structure and other organizations through out Northern California.

Supervisory Competencies

The Clinic Nurse Manager must possess these skills:

Analytical thinking, change leadership, customer focus, strong communication skills, conflict management skills, independent decision making, and willingness to develop other

staff, be a strong team leader with vision and strategic thinking.

Must be able to display sensitivity in a multi-cultural environment.

Physical Demands

- Standing/Walking: Up to 50% of the workday is spent standing/walking throughout area on tile floors.
- Sitting: 50% of the workday may be spent sitting at the desk or workstation.
- Lifting: Up to 2% of the workday might be spent lifting up to 35lb.
- Carrying: Up to 10% of the workday might be spent carrying supplies necessary to perform job.
- Stretching/Reaching: Up to 25% of the workday may be spent reaching or stretching.
- Twisting: Up to 25% of the workday may be spent at the waist to retrieve general office supplies and answer telephones.
- Hearing: Average ability is required to answer the telephone, respond to questions and provide information.
- Seeing: Average ability is required to read and follow instructions, to operate office machines. All staff that perform lab tests requiring color discernment are required to pass a color blindness test.
- Talking: Good communication skills are required to communicate effectively with a range of internal and external personnel in accomplishing daily duties.