



Clinical Teams Nurse Manager

Job Description

The primary objective of the Clinical Teams Nurse Manager is to be responsible for the daily smooth and efficient management of the clinic and to provide direct patient care in the front and back office. Provides supervision of the Medical Assistants and Reception teams and is responsible for the overall efficiency and performance of those teams.

Core Responsibilities

- Day-to-day direct supervision/coaching of Reception Team, Medical Assistants, including staffing decisions and performance appraisals
- Provides daily direct patient care in the front and back office
- Oversees cross-training between Medical Assistant and Reception teams and provides backup to both Medical Assistant and Reception teams as needed
- Orientation, education and training of new staff
- Provides Clinical administrative support by creating and maintaining reception and medical assistant schedules and assures high functioning Medical Assistant and Reception teams
- Assists with patient education, including review of handout materials and medical instructions
- Develops and maintains policies and procedures for functional areas, including training staff on new procedures
- Actively seeks out initiatives for quality improvement and participates in the organization's quality improvement processes
- Assist teams in maintaining organizational compliance
- Participates in team and organizational meetings as assigned
- Oversees administrative tasks associated with the VFC, CLIA, OSHA, and other programs
- Conducts and/or oversees weekly, biweekly, and monthly audits on operating procedures, encounters and charts
- Assures monthly and daily information is submitted as required (chart audits, temp logs, daily encounters, etc.)
- Supervises ordering and inventory of vaccines, office and clinical supplies, including AED and necessary supplies
- Responsible for overseeing cleaning and sanitizing exam rooms and lab areas

Requirements

- Bilingual in Spanish preferred
- Excellent organizational skills, attention to detail, ability to perform under pressure and work in a team management system is required. Flexible with ability to flourish in a team management system
- Sensitivity to low income, and minority communities
- Excellent problem solving and organizational skills
- Proven leadership skills
- Must possess good verbal and written communication skills.
- Coaching skills
- Excellent computer skills, familiarity with the Internet, MS Word, PowerPoint, EHR and Excel

Desired Education

- 5 years as an RN in administrative operations and back office direct patient care
- Graduate of a credentialed RN program
- Current BLS certification
- Working knowledge of HIPPA, OSHA and CLIA standards, office procedures and protocols
- Three years of management and supervision experience required.

Job Type: Full-time

Please send resume and cover letter to aharden@doctorscare.org