

JOB DESCRIPTION



Position Title: Nurse Manager

Department: Medical

JOB SUMMARY:

Under the supervision of Director of Nursing the Nurse Manager will be responsible for supervision of Registered Nurses the clinical staff, supervision of the ancillary medical service providers, the maintenance of quality patient care in compliance with local, state and federal regulations and accreditation standards. In the absence of the Director of Nursing, the Nurse Manager is responsible for directing and supervising all nursing and ancillary medical services. This includes interpreting policies and procedures, standards and regulations, and adjusting staff for adequate coverage.

ESSENTIAL FUNCTIONS:

- 1) Staff Development and Management (35%)
 - a. Assist and support in all human resources functions for nursing and ancillary service including hiring, firing, and disciplinary action; maintains appropriate documentation and ensures compliance with all ChapCare policies and requirements;
 - b. Ensures that staffing levels and coverage are adequate to meet patient care and regulatory requirements;
 - c. Assumes managerial duties for performance evaluations and maintains systems to provide regular feedback and evaluation for employees;
 - d. Works closely with supervisors and other ChapCare Managers to maintain positive patient care atmosphere in Health Center;
 - e. Assist the Director of Nursing in developing and implementing staff training and development programs to meet continuing education and contractual requirements and to further knowledge of medical care and working in team environment;
- 2) Program Planning and Management (30%)
 - a. Assist the Director of Nursing to provide overall direction and guidance for nursing and laboratory programs in ChapCare Health Centers;
 - b. Works closely with Director of Nursing, Chief Medical Officer, Chief Operations Officer, Chief Financial Officer, Medical Providers and other ChapCare Managers, as appropriate, to ensure that nursing program and ancillary meet patient care and regulatory requirements;
 - c. Oversees and controls supplies that directly impact patient care (e.g., ordering and charging of stock medications, medical supplies and patient care equipment and/or supplies);
- 3) Quality Management (15%)
 - a. Assist the Director of Nursing to provide Quality Management direction and oversight for nursing and ancillary activities in all ChapCare Health Centers and other ChapCare areas as appropriate;
 - b. Actively participates in Quality Management Committee (QMC) and ensures that regular monitors are conducted and reported on;
 - c. Leads and/or participates in various special projects teams to address areas of concern;
- 4) Clinical Compliance (15%)
 - a. Assures that nursing and ancillary staff practice within their individual scopes of practice.

- b. Participates in Nursing Unit Level P&P Committee maintaining current P&P for nursing and lab programs and ensures that they comply with all regulatory and contract requirements;
- c. Participates in or conducts regular meetings with staff to ensure full understanding and buy-in for all Policy & Procedure (P&P);
- d. Participates as needed in all program, licensure and other external audits and in the preparation of Corrective Action Plans (CAP);

5) Miscellaneous (5%)

- a. Participates in ChapCare meetings as required;
- b. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Minimum of five years experience in direct patient care, preferably in an ambulatory care setting;
- 2) Minimum of five years increasingly responsible nursing management, experience preferably in out-patient setting.
- 3) Experience in Multi-Group Health Center setting preferred;
- 4) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 5) Computer skills and knowledge of word processing;
- 6) Demonstrated ability to work effectively with men and women of diverse races, ethnicities, ages and sexual orientations in a multicultural environment.

TRAINING, EDUCATION AND LICENSURE:

Current California RN license

BSN Preferred

BCLS

Bilingual Preferred

ChapCare is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, medical/physical/mental condition, sexual orientation, or age.

E-mail resume and cover letter as a word attachment to jobs@chapcare.org

website: www.chapcare.org