



**Community Health Alliance of Pasadena (ChapCare)
Job Description**

Job Title: Registered Nurse
Department: Medical
Reports To: Chief Medical Officer
Directs: LVNs, Medical Assistants & other staff as assigned
EEOC: Professional
FLSA Status: Exempt

Summary

Under the supervision of the Nurse Manager, the Registered Nurse (RN) assists in the provision of medication preparation, consulting and monitoring nursing services for patients of Community Health Alliance of Pasadena dba ChapCare. Consults with Chief Medical Officer and physician staff in accessing patient assistance programs and implements policies and procedures to assure effective delivery of services while conforming with Federal, State, and County statutes and regulations, as well as, applicable professional and ethical standards. Supervises pharmacy technicians, medical assistants and other staff as assigned; and participates as an integral part of the interdisciplinary health care team in providing the highest quality care to the patient. Provides in-service training to staff members in the areas of nursing policy and procedures, first aid, CPR, etc., as well as, acts as team leader by serving as overall on-site support staff leader for daily operations. Participates and represents ChapCare in community meetings and professional groups.

Duties and Responsibilities

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

- Coordinates or assists in the coordination of medication monitoring services for clinic clients. In performance of this duty may: meet with clients to assess medication efficacy and side effects and to dispense supply of prescribed medication; coordinate injectable medications; monitor other physical characteristics and symptom.
- May provide consultation and/or in-service training in appropriate areas, including: personal care and plans of care, medication monitoring and side effects, first aid, cardio-pulmonary resuscitation, etc. Functions as catalyst for the discussion of identified unmet needs.
- General Physiologic monitoring and patient care equipment, such as defibrillator and glucometer monitor.
- Serve as point of contact for external agencies, programs, or services. As assigned, may represent ChapCare Department at professional meetings, community events, etc.

Consults with Chief Medical Officer regarding issues raised and articulates positions and policies in applicable areas.

- Assists in and/or may be asked to coordinate the provision of nursing services to clients as needed.
- Performs other duties and responsibilities as assigned by the Chief Medical Officer.

Personal Attributes

- Responsible for the strict maintenance of client confidentiality. Assures that records that contain client names or other personal information are not visible to the public during office hours and are stored securely. Does not discuss client cases or other confidential agency information with anyone (staff or collaterals) at any time, unless there is a demonstrable need to know and a signed authorization to release information (as appropriate). Does not discuss client cases or other confidential agency information with members of the general public, including members of his/her family. Adheres to Code of Conduct in maintaining privacy and confidentiality.
- Responsible for making suggestions to improve program operations, existing service delivery systems, service selection and coordination on a systemic or individual client basis. Responsible for identifying problems and barriers and for recommending appropriate solutions. Responsible for contributing to a productive, harmonious, and cooperative work environment.

Required Qualifications

- Requires a current certificate of registration as a registered professional as Register Nurse under the California Department of Consumer Affairs and BCLS Certificate in good standing.
- Requires knowledge of and adherence to applicable professional codes of ethics pertinent to the delivery of nursing services.
- Experience in ambulatory care setting.
- Team Leader - Experience in Supervision of nursing staff.
- Requires excellent interpersonal skills and the ability to interact effectively with clients, their families, other agencies, the court system, and members of the general public.
- Requires excellent analytical, problem-solving, and organizational abilities.
- Requires experience with existing State and local service delivery systems.
- Requires attention to detail, the ability to meet deadlines, and punctuality in completing plans of care, nursing notes, mandated forms, etc.
- Must possess a current California driver's license, automobile, and automobile insurance as required by California law.
- Proficiency in Microsoft Office Applications.
- Applicants must pass background checks conducted by the ChapCare and pre-employment drug and other screenings conducted as required by ChapCare policy.

Physical Demands and Work Environment

- Must be familiar with computer Medical Records System.

- Work primarily indoors in controlled environment. Must be able to travel to client homes or other locations to perform assessments and to monitor the delivery of personal care services.
- Work normally performed from a sedentary position. Ability to function primarily in situations encountered in a normal office setting.
- Activities include frequent verbal and written communication, utilizing multi-line telephone systems and computer applications.
- Must have good hand-eye coordination.
- Ability to perform moderately active work consisting of a combination of walking, standing, bending, stooping, lifting and carrying.
- Ability to operate a variety of office equipment such as computer terminal, facsimile machine, calculator/adding machine, computer printer, and photocopier.
- Must be able to meet deadlines and to maintain a balanced workload. Must be able to tolerate the stresses associated with deadlines, internal and external customer service, and quality enhancement.
- Exposure to blood borne pathogens is considered high.