



OPEN ARMS HEALTHCARE CENTER JOB DESCRIPTION

Position:	Head Registered Nurse (RN)
Center:	Open Arms Healthcare Center Open Arms)
Location:	Jackson, Mississippi
Salary Range:	\$48,000 - \$58,000
FLSA:	Full-time, salaried, non-exempt w/ Benefits
Reports to:	Nurse Practitioner/Nursing Supervisor
Grant Funded:	No

Job Summary: The **Head Registered Nurse (RN)** will be responsible for providing patient referrals and treatment including coordinating and providing clinical care for OAHCC patients, promoting and restoring patient's health while providing, delegating, evaluating, and coordinating comprehensive professional nursing care. The RN will also provide physical and psycho-social support to patients and collaborate with the HIV/HEP service team including LPNs, Case Managers, Community Health Workers, and Physicians. The **Head RN** will report to the Nurse Practitioner and receive supervision and further direction from the physician on duty.

Responsibilities: The **RN** will be responsible for:

- Managing all patients in the clinic and provide and recommend most cost-effective methods and assist in physicians to conduct all everyday rounds and participate in periodic performance and evaluate performance improvement plans.
- Overseeing work of licensed practical nurses and registered nurses in the clinic and supervise all medical and laboratory services and manage recruitment of staff and provide required training for same.
- Administering all nursing services provided and ensure compliance to all joint commission guidelines and participate in various committees and manage all communication with staff and associate ancillary departments.
- Organizing and scheduling all committee meetings and maintain efficient schedule for all nursing activities and ensure achievement of all facility and resident requirements.
- Preparing schedule for all shifts and ensure no overlapping and oversee all nursing facility according to hospital policies and manage all resources for same.
- Monitoring all patient care activities and ensure adherence to all hospital policies to satisfy all patient requirement and evaluate all assignments for members of shifts and maintain all policies and procedures for the clinic.
- Developing quality assurance program for all nursing activities and maintain control standards on all work to prepare required reports and participate in meetings and assist to resolve all issues the nursing department.
- Coordinating with nurses to organize all nursing staff meetings and preparing reports for same and ensure compliance to all objectives.
- Providing orientation to all new nurses and prepare training program for same as per requirement and implement all changes on systems and evaluate all continuous quality improvement programs and documents for same.

HEP C Case Management



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- Assisting in the coordination of care for patients with Hepatitis C.
- Providing case management as a patient advocate, service and care resource, and contact person for patients.
- Managing all aspect of developing, implementing, and evaluating individualized patient care plans for patients with Hepatitis C in collaboration with HIV/HEP Services Team at OAHCC.
- Educating patients, families, and healthcare providers on how to follow and maintain the care plans.
- Collaborating with HIV/HEP Services team to bridge care and gaps in services.
- Making referrals for secondary and tertiary care.

Direct Patient Care

- Coordinating and managing scheduled nurse visits.
- Conducting comprehensive assessments of patients' physical, mental, and psychosocial needs.
- Performing medical procedures, according to privileges issued.
- Providing health maintenance visits, evaluating for immunizations, and providing anticipatory guidance and referrals; performing STD (sexually transmitted disease) and family planning screening and education.
- Developing and managing individualized care plans; including processed therapies, administration of vaccines and treatments, testing and evaluation of care plan's effectiveness.
- Performing assessment data collection and documenting subjective data (chief complaint and allergies) and objective data (vital signs/weight/etc).
- Administering medications and intravenous solutions skillfully and correctly, and performing lab/diagnostic testing as ordered by provider and reporting all critical lab values immediately.
- Utilizing universal precautions in obtaining specimens (venipuncture, cultures, etc.) and in delivery of patient care.
- Performing lab testing (i.e. urine dip, pregnancy test, strep screen) including quality controls and maintains all laboratory/diagnostic test logs and assisting provider with examination and procedures per request.
- Coordinating specialty care, follow-up on test results and other care coordination needs to patients and providers.
- Developing a care plan to promote patient engagement in self-care, decrease risk status, and minimize hospital and emergency department utilization.
- Providing continuity in managed care for patients with pre-existing long-term problems.
- Conducting ongoing evaluation and documentation of patient progress/ risk status.
- Communicating with care teams.
- Filing reports and updating databases as needed.
- Completing other duties and tasks as assigned.

Knowledge/Skills/Abilities (KSA):

- Solid understanding of regulatory agencies to include prescriptions, managing lab



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requests, medical standards and safety

- Experience and knowledge in EMR systems
- Knowledge of organizational structure, workflow, and operating procedures
- Proven ability to successfully supervise and train staff, including organizing, prioritizing and scheduling work assignments
- Ability to communicate effectively, both orally and in writing
- Ability to foster a cooperative work environment
- Must be familiar with CPT and ICD-10-CM codes

Qualifications:

- Bachelor's degree in Nursing preferred
- Preference will be given to applicants with work experience in public health or community clinic settings and previous supervisory work experience as a RN.
- Experience and knowledge in HIV and Hepatitis (preferred)
- 2+ years' nursing experience
- One-year experience in clinical setting preferred
- License and/or Certification:
- Current licensure as an RN to practice in the State of MS by the State Board of Nursing
- Current first aid and CPR certification

For consideration, **log on to www.mbk-inc.org and apply.** *No phone calls or faxes will be accepted. Applications accepted until June 25, 2019 or position is filled.* Selection Process:

(1) Resumes are screened for minimum qualifications. (2) Telephone interviews are conducted with candidates successfully passing resume screening. (3) Face-to-Face interviews, if necessary, are conducted with finalists. (4) Candidate selection and compensation offer is made.