



**Lake County Tribal Health Consortium, Inc.
Is Currently Accepting Applications For:**

NURSE MANAGER

POSITION SUMMARY: Functions as a member of the Medical Department Patient Care Team. Responsible for directing, organizing and supervising nursing staff. Coordinates nursing efforts to ensure that effective patient care is being provided and that quality standards are met.

ESSENTIAL JOB FUNCTIONS:

- Works directly with Medical Director and Medical Staff to ensure compliance and standards established by the Board of Directors and Management, Federal and State law regulations, and applicable accrediting and review organizations.
- Assist in evaluation, development, plan, implementation and coordination of the clinic plan for patients.
- Develops, implement, update and maintain medical clinic/nursing standard operating procedures. Participates in policy development, review, revision and implementation.
- Participates in direct patient care as needed.
- Organizes, plans, and manages the day-to-day nursing operations. Assists in supervision of the day-to-day medical clinic operations.
- Collaborates with management, interdisciplinary teams and other stakeholders in order to develop, implement and evaluate programs and services.
- Participates in the development, review, revision and implementation of the philosophy, goals and objectives of the Medical Department to carry out the delivery of health care at LCTHC.
- Manages the provision of quality nursing care given within the Medical Department while applying evidence-based healthcare and nursing standards. Maintains the quality and adequacy of nursing practice; coordinates nursing and training programs; maintains recognition and assisting in solving professional, administrative, and supervisory problems in an assigned area.
- Exercises considerable judgment in applying professional knowledge in solving nursing problems within established policies and practices.
- Serves as administrative authority under the direct supervision of the Medical Director for the smooth function of the Medical Department.
- Assists staff in completing risk assessments and investigations of injury in accordance with OSHA and other applicable review organizations.
- Manages staff survey compliance, quality assurance and staff development duties
- Manages performance evaluations for nursing staff.

- Assists with annual budget preparation. Ensures the order, stock and maintenance of adequate inventories of all medical and office supplies. Reviews statements, invoices, receipts, and charges. Monitors financial expenditures. Uses efficient and cost-effective approaches to integrate technology into the workplace and improve work processes.
- Counsels nursing staff personnel, as indicated to promote a productive and supportive work environment. Develops staff through coaching, mentoring, rewarding, training, and guiding. Empowers employees and recognizes and rewards their contributions.
- Manages employee issues and resolves grievances.
- Manages medical staff sick-calls/absences and facilitates schedule adjustments and staffing adjustments accordingly.
- Maintains proficiency with computer electronic health record and other necessary electronic programs.
- Performs rounds to monitor conditions, care of patients and clinic flow.
- Provides clinical expertise and trains nursing staff in the management of medical emergencies under the direct supervision of the Medical Director.
- Collaborates, coordinates and documents mandated medical emergency drill at least annually.
- Provides clinical expertise in medical management, crisis and behavior management techniques, serves as patient advocate for grievances/incidents.
- Participates routinely with ancillary department heads and serves and/or leads committees, as assigned, including, but not limited to, quality assurance, safety, infection control.
- Participates and directs in interview process and training of new hires in collaboration with Human Resource Director.
- Manages nursing competencies in accordance with Federal and State law regulations, and applicable accrediting and review organizations.
- Collaborates with ancillary departments as needed to ensure appropriate clinic certifications, licensures and renewals are up to date.
- Facilitates medical monthly review report to Medical Director.
- Completes and submits monthly Indian Health Service Nurse Report.
- Manages and facilitates nursing staff meeting(s) to address clinic goals and issues.
- Works closely with providers to assist in day-to-day clinic flow and processes.
- Maintains accurate records and files pertaining to staff schedules; maintains personnel records and licensure.
- Answers patient calls, letters and other correspondence as appropriate.
- Manages time reporting and other changes affecting payroll.
- Aligns people and projects to achieve initiatives.
- Values cultural diversity and other individual differences in the workforce, ensuring that the organization builds on these differences.
- Ensures employees are treated in a fair and equitable manner.
- Reviews current literature and attends training sessions and seminars to keep informed of new developments in the field.
- Performs other related duties and responsibilities as directed.

Supervisory Responsibility:

- Has overall supervisory and managing responsibility for registered nurses, licensed vocational nurses, medical assistants, ward clerk and phlebotomist as directed under the supervision of the Medical Director.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Possession of a current and unrestricted California RN license. Bachelor of Science in Nursing preferred.
- At least 3 years prior experience in a medical clinic or clinical outpatient setting and experience in direct patient care.
- Current BLS CPR certification.
- Must be able to work effectively with Native Americans, and be knowledgeable of the Native American culture of Lake County.
- Possess a valid California Driver's license and good driving record.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing up to 60 pounds. **Stooping / Kneeling:** Ability to provide patient care, access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical instruments and equipment, including x-ray, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.