

CLINICAL NURSE COORDINATOR

Division: Knox Community Health Center
Immediate Supervisor: CMO
Bloodborne Pathogen Risk Classification: 1
Fair Labor Standards Act (Exempt Status): N/E
Salary Schedule Pay Grade: 8

Created: July 2016
Revised: July 2019

As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependent on funding allocation and community expectations.

Summary of Duties:

1. Coordinating with the Director of Operations and CMO, supervises day to day Clinic operations, ensuring all tasks are completed.
2. Assists Director of Operations with preparing and maintaining clinical nursing schedules by maintaining monthly schedule and resolving scheduling conflicts, for the Community Health Center.
3. Advises the Director of Operations of issues related to health care provider's concerns, operational issues and takes measures to correct the situation or ensures appropriate personnel are involved.
4. Assist Clinic Nurses as a resource nurse on a daily basis.
5. Attends meetings as required.
6. Uses learned public health nursing practice, theories, and principles to provide direct services to individuals, families, special groups, and schools in clinic, home and community environment.
7. Utilizes knowledge in appropriate referral systems and acts as a facilitator to complete referral process.
8. Completes the required documentation of patient care for records and documents as required by the agency's billing process and according to grant guidelines.
9. Maintains statistical data as required.

10. Provides professional nursing care according to physician's orders in conformance with recognized nursing techniques and procedures, established standards and administrative policies of the Health Department.
11. Apply the principles of comprehensive, community-based, patient-centered, developmentally appropriate, and culturally and linguistically sensitive care coordination services.
12. Use case management processes to ensure quality care is delivered to the Knox Community Health Center's patients, families and caregivers in the most efficient and effective manner across the care continuum.
13. Complete health risk assessments as a foundation for developing individualized care plans and outcomes goals for patients, families and caregivers.
14. Document each patient's individualized care plan and care coordination in the Knox Community Health Center's database.
15. Engage patients, families and their caregivers in understanding, establishing and monitoring patient self-management care plans in a manner that is culturally and linguistically appropriate to the patient, family and caregiver
16. Coordinate the patient's care by facilitating patient, family or caregiver access to medical home providers, employees and resources as needed by the patient.
17. Conduct and document assessments of patient needs and resources for effective self-care management.
18. Develop and maintain relationships among patients, families and caregivers, and the patient's care team that support patients' access to the medical home.
19. Act as the primary contact point, advocate and source of information for patients, and the community partners who help treat them.
20. Research, find, and link patients to resources, services and support mechanisms for their care plans and self-care management needs.
21. Provide timely communication with patients, make inquiries, execute follow up actions and help to integrate information into the care plan.
22. Assist the care team by helping to measure quality and identify, refine and implement practice improvements that support the medical home, and assist in performance evaluation and quality improvement.

23. Continually monitor the cost effectiveness of services provided through patient's individualized care plans, and recommend any needed changes to those plans based on evidence-based clinical guidelines from sources identified by the Knox Community Health Center.
24. Seek continuing professional growth through attendance at workshops, professional in-services and individual research and reading, to include communication skills.
25. Participate in population management activities, as directed by the Knox Community Health Center.
26. Attend and participate at organized functions of the Knox Community Health Center and perform administrative functions as necessary.
27. Demonstrate personal responsibility and respect for patients, families, caregivers and co-workers in professional appearance.
28. Demonstrate flexibility, enthusiasm and willingness to cooperate while working with others in multi-disciplinary teams with activities to include participating in daily huddles.
29. Performs all other duties as assigned.

Minimum Qualifications:

Certification of graduation from an accredited school of nursing; and a minimum of Illinois license as a Registered Nurse.

Requires a keen interest in community health issues and knowledge of professional nursing theory and practice.

Three to five years' experience, or the equivalent, in a community-based primary care practice with duties in leading care coordination.

Demonstrated skills in leadership, advocacy, communication, education and counseling.

Culturally effective capabilities demonstrating a sensitivity and responsiveness to varying cultural characteristics and beliefs.

Bilingual: English/Spanish, depending on location preferred.

Essential/Non-Essential Functions:

Under supervision performs public health and clinical nursing duties, demonstrates an ability to execute independent judgments relating to multi-dimensional family or community problems.

Essential/Non-Essential Functions cont.

Demonstrates ability to perform nursing procedures professionally and in a non-judgmental manner while maintaining biohazard precautions, and displays compliance while enforcing OSHA Blood borne Pathogen Standards.

Able to perform all nursing activities with skill, proficiency, and professionalism. This includes, but not limited to, administration of injections, blood draws, and nursing assessments. Demonstrates the ability to utilize nursing theory, converting it into practice.

Under general supervision, demonstrates ability to perform public health and clinical nursing procedures and practices while maintaining ability to work independently and as part of a team.

Ability to apply general nursing techniques and practices.

Capability to handle multiple assignments or tasks each day.

Ability to seek out new knowledge through continued education and independent study.

Ability to execute independent judgments.

Ability to organize and prioritize multiple tasks and follow oral and written directions in detail.

Physical/Mental Attributes:

Requires the ability to perform thorough patient assessments, utilizing tactile, visual, and auditory senses. Must be able to walk, stand, and manipulate medical instruments in completion of tasks.

Must have a valid driver's license and be able to drive a vehicle.

Must be efficient and able to organize and prioritize multiple tasks. Works well independently and as a team member. Handles assigned tasks with minimal supervision. Demonstrates the ability to develop therapeutic relationship with clients, and professional relationships with co-workers and staff from other agencies.

Performance Standards:

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

Administrator Signature

Employee Signature