



ASIAN & PACIFIC ISLANDER WELLNESS CENTER

Clinic Nurse - FTR092017

Agency Description:

API Wellness is an LGBTQ and people of color health organization that transforms lives by advancing health, wellness and equality. We strengthen well-being and lead under-served communities—of any race, ethnicity, gender identity, sexual orientation, or immigration status—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are based in San Francisco's Tenderloin neighborhood; we operate local, regional, statewide, and national programming.

We believe that everyone deserves to be healthy and needs access to the highest quality health care.

Plans, coordinates, and oversees the day-to-day nursing and patient services, operational, and administrative activities of a routine outpatient clinic supporting a specified clinical outpatient program. Oversees patient assessment, treatment, and care, to include specialized clinical and nursing procedures as appropriate to clinic operations. Provides direct professional nursing services as appropriate.

Major Responsibilities:

- Coordinates the patient care activities of the clinic; develops and implements patient treatment plans, and develops and maintains patient charts and records.
- Provides direct routine patient assessment and treatment within scope of licensure, to include clinical/nursing procedures as required within the parameters of the program
- Notifies attending provider as required for non-routine care or other unusual medical circumstance.
- Provides health education to patients, staff, and practitioners within area of specialty; develops, implements, and promotes specified health education to the organization and the community, as appropriate.
- Serves as liaison and provides consultation with other organizational departments on related issues, regulations, and standards pertaining to area of clinical specialty.
- In collaboration with the Director of Nursing, develops and implements operating policies and procedures for the clinic; ensures that procedures and workflow are consistent with clinic objectives, protocol, regulations, and standards, and that operations conform to established environmental, safety, and infection control requirements.
- Develop and interpret infection-control policies and protocols by enforcing medication administration, storage procedures and controlled substance regulations.
- Maintains inventories of medical and operating supplies and equipment, and ensures the functionality of clinic facilities.
- To serve as vaccine coordinator, which includes vaccine management, logging of refrigerator and freezer temperatures, creating reports of vaccines administrations and usage and reporting to SFDPH when temperatures go out of the acceptance range for vaccines.
- As appropriate, provides outreach services to clients in area of clinical specialty.

- Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
- Coordinates nursing services with all other agency departments (e.g., mental/behavioral health, social services, case management, and others).
- Flexible schedule with ability to work nights and weekends.
- Provides guidance and training, and participates in hiring and performance management decision making as appropriate.
- Other job-related duties as assigned.

Minimum Qualifications: Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

- Bachelor's degree in Nursing; at least 1 years of experience that can be demonstrated to be applicable to the duties listed in the job description. OR Associate's degree in Nursing; at least 2 years of experience that can be demonstrated to be applicable to the duties listed in the job description.
- State of California Licensed Registered Nurse or Licensed Vocational Nurse
- Knowledgeable on the laws and regulations of operating a community clinic.
- Effective communication skills.
- Holds and maintains current BLS certification.
- Must possess a commitment to the belief that all people have the right to dignity, respect, opportunity and full community inclusion.
- Must have a philosophy that is consistent with the Mission, Vision, and Core Values of the organization.
- Basic knowledge and understanding of intellectual and developmental disabilities; ability to organize, plan and supervise a nursing department.
- Evidence of personal qualities which make for positive interpersonal relationships, strong commitment to team approach, evidence of sound judgement, capacity to grasp new theories and principles and integrate new learning into practice.

Preferred Qualifications:

- Experience in working with communities of color and LBGTIQQ populations.
- Fluency in English and an additional language (e.g., Spanish, Thai, Vietnamese or Chinese)
- Fluency in English and Spanish.

Location:

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15632561>

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.

Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records