

RN, Clinical Services Manager – St. Mary's Health Clinics

Hours: 32 hours per week. Four days a week 8:30 am – 5:00 pm.

Benefits: Medical, Dental, FSA/HSA, Life, LTD, Retirement Plan, PTO and Sick Time, and Free Parking.

POSITION SUMMARY:

RN, Clinical Services Manager at St. Mary's Health Clinics (SMHC) oversees the clinic functions and patient care coordination at an assigned clinic site and is responsible for clinical supervisor of SMHC's nursing supervisors. This includes supporting clinic operations, policy review and revision, order and protocol revisions and serves in a leadership capacity for general clinic operations.

DUTIES & RESPONSIBILITIES:

- Functions within the policies of SMHC and the Province of the Sisters of St. Joseph of Carondelet of St. Paul, MN
- Care coordination for patients of assigned clinic sites.
- Supervision of nursing supervisors, including hiring, performance evaluations and delegated human resources functions.
- Assist with scheduling clinic staffing needs and development of nursing volunteers.
- Develop effective working relationships with SMHC team, including problem solving or conflict resolution.
- Lead nursing education and committee work within SMHC including case reviews and quality improvement activities collaborating with the medical director and nursing supervisors.
- Function as registered nurse at clinic site on a periodic basis, occasional filling in for nursing supervisors.
- Possess solid knowledge related to public health needs and the unique needs of persons from diverse backgrounds, cultures, races and varied ethnic backgrounds.
- Adept at managing competing priorities, anticipating needs and planning.
- Participation in review and revision of policy and procedures.
- Knowledge of patient rights, responsibilities, HIPAA guidelines and applicable state and federal regulations.
- Support and honor the mission and ministries of the Sisters of St. Joseph of Carondelet, St. Paul Province, participating in Province committees and activities as a representative of SMHC.
- Timely and consistent attendance, communicating changes or needs to appropriate personnel.
- Supervise nursing or health profession students when assigned.
- Oversee clinical quality improvement activities and initiatives related to clinical services.
- Apply evidence-based practice for patients served, based on current clinical standards.
- Professional behaviors, as outlined in the *ANA Standards of Professional Practice*.
- Partner with SMHC leaders for general operational management tasks.
- Maintain education required for licensure and certification if appropriate.
- Additional assigned tasks, projects to promote optimal organizational functioning.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this position.

Qualifications:

Education: Bachelor's Degree in Nursing

Experience:

- Minimum of three year's work experience as an RN, preferably including acute care experience.
- Previous RN experience supervising unlicensed personnel.

Skills:

- General RN competencies for work in a clinic setting.
- Strong organizational and time management skills.
- Exceptional interpersonal skills including verbal and written communication.

Licenses / Certificates:

- Active Minnesota Registered Nursing license in good standing
- Valid Minnesota driver's license and vehicle to allow for travel to various clinic/outreach sites.

Technology / Equipment:

- Proficiency in Microsoft Office.

Preferred Qualifications:

- Master's degree in health care or related field.
- Fluency in written and oral Spanish language skills.
- Experience with quality improvement tools and data analysis.
- Previous supervisory experience in health care setting.
- Project management experience.

Physical Demands:

The requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards.
- Ability to maintain regular, punctual attendance.
- Able to sit/stand for extended periods of time with desk work or attendance at a clinic or an event representing SMHC.
- Walk to/from vehicle to clinic sites.
- Lift/transport essential materials to clinics or meeting site, up to 40 pounds.
- Ability to perform work in office setting with amidst others' presence and conversations.
- setting or possibly at health event, up to an hour

Equity Statement Purpose

The CSJ Charism affirms the inherent value of all people. Together we continue to build a community environment that evaluates, celebrates, and encourages diversity in all our practices. This is our collective work.

To this end, the CSJ Community works for equity and inclusion within and beyond the CSJ Community. We invite everyone to join us, hold each other accountable and help us live out our profound love of God and Dear Neighbor without distinction.