



CLINIC NURSE – CARE COORDINATOR

Full-Time / Days

Posting Number:	HR052137	Posting Date:	June 8, 2023	Date Available:	Immediately
Position Summary:	The Clinic Nurse provides patient care in medical clinics. In this role, the Clinic Nurse works closely with providers, specialists, patients, and patient’s family members to deliver short- and long-term care to patients. Clinic Nurses aid patients from the moment they enter the clinic by collecting patient information, supporting patient evaluation, administering treatments and medications as needed, and educating patients.				
Essential Job Duties:	The Clinic Care Coordination Nurse is at the forefront of patient care, supporting providers and other medical staff through observation and assistance. They work closely with patients throughout the intake process to help medical providers develop treatment plans and strategies. May also conduct preliminary tests such as blood pressure and respiratory checks. Provide direct care to patients, including administering medication, IV therapy or treatments. They may change the dressing on a wound, apply topical treatments, or administer medication via intravenous methods or direct injection. The Clinic Care Coordinator Nurse also follows up with patients to determine whether courses of treatment are effective and assess patients during follow-up appointments or via phone interview. Contribute to successful long- and short-term treatment through careful observation of patients on initial and follow-up visits. They may take note of changes in a patient’s overall health, recovery progression, and reactions to treatment, updating patient records to reflect new information. Clinic Care Coordinator Nurse also reports any problems or potential issues that they observe directly to providers. Interacts with patients throughout the day and often liaise between patients, providers, and patient representatives like family members. The Clinic Care Coordinator will be responsible for making follow-up phone calls to patients that have been seen at TRH in the ED and Acute Floor. They will be responsible for clinic care coordination by tracking and running reports and communicating with patients. Must adhere to privacy laws including the Health Insurance Portability and Accountability Act (HIPAA) to maintain patient confidentiality, and they often need to provide family members and other care providers with information about patient health and well-being. Directly supervises the duties of all Medical/Nursing Assistants in the clinic. Other duties as assigned.				
Qualifications:	The Clinic Nurse must have a current RN Washington License. Clinic Nurses should have at least an Associate’s degree in nursing. Valid BLS certification is required. The Clinic Nurse must have a minimum of three to five years’ experience in clinical or community health settings required. Demonstrates evidence of essential leadership, communication, education, collaboration, and counseling skills. Proficient in communication technologies (email, cell phone, etc.). Effective organizational skills and demonstrates ability to maintain accurate notes and records. Two years’ previous experience with health IT systems, data reports and EMR training.				
Position Wage Range:	MIN:	\$29.09	MAX:	\$48.90	Sign-on Bonus: None
Differentials:	Nights:	\$3.00/hour	Weekend:	\$2.50/hour	On-Call: No Call
Schedule:	Days:	Monday – Friday		Hours:	8:00 am – 5:00 pm; Days and hours may vary.
Department/FTE:	Three Rivers Family Medicine		FTE:	1.00 – 40 hours/week	
Benefit Summary:	<i>Benefits include Group Medical (employee’s premium is paid by the hospital); voluntary plans for Dental & Vision offered. Dependent coverage is also available. Employer paid basic plans for Life, Long-Term Disability, & Short-Term Disability with buyup options available. Voluntary Life with guaranteed issue. A Flexible Spending Account (FSA) plan is offered. A complimentary 24/7 Employee Assistance Program (EAP) for all staff is available. Probationary period is 60 days for all new hires.</i>				
Physical Requirements:	Please see full Job Description in Human Resources				

INTERESTED CANDIDATES – PLEASE APPLY		HR USE ONLY	
MAIL OR APPLY IN-PERSON:	Three Rivers Hospital Human Resources Department PO Box 577 507 Hospital Way Brewster, WA 98812 (509) 689-2517		
APPLY ONLINE:	www.threerivershospital.net		
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<i>Three Rivers Hospital is an equal opportunity employer.</i>			