



Registered Nurse Site Manager

Job Description

Newark Community Health Centers, Inc., FQHC, is a multi-cultural, Patient Centered Medical home-Level III that provides primary care services (Family/Adult Medicine, Pediatrics, OB/GYN, and Dental) and social services. We are dedicated to meeting the health care needs of the medically underserved in the greater Newark area. Join us as we expand!

The RN Site Manager is responsible for directing, organizing and supervising the work of their nursing staff, which typically includes registered nurses (RNs), licensed practical nurses (LPNs), and Certified Medical Assistants (CMAs). They also coordinate nursing efforts to ensure that effective patient care is being provided and that quality standards are met. The RN Site Manager works collaboratively with providers and support staff to ensure the smooth and efficient operations of the department in order to provide quality patient care and meet the goals and objectives established by the Newark Community Health Center.

Essential Duties/Responsibilities:

Essential duties/responsibilities include the following as well as other duties that may be assigned:

- Ensures smooth flow of patients through the Health Center.
- Orders and stocks medical and office supplies ensuring a sufficient inventory.
- Oversees the timely and accurate reconciliation of clinical encounters and daily cash receipts.
- Ensures completion of daily syringe count: tally sheets.
- Ensures timely completion of all clinical logs and reports.
- Completes and submits monthly reports to Director of Nursing.
- Participates in various healthcare Collaborative.
- Triage patients for medical necessity.
- Assists providers with examination and treatment while determining the nursing and health needs of patients.
- Plans and provides nursing care for patients and performs a wide variety of treatments.
- Educates and counsels patients and their families.

Education and Experience:

- High school diploma or general education degree (GED) and completion of an accredited nursing program as a registered nurse, RN (BSN or MSN preferred).
- New Jersey license as a registered nurse.
- Current CPR certification required.
- A minimum 3 years of ambulatory care in an FQHC setting preferred.
- Three to five of supervisory experience as a registered nurse in an ambulatory or acute care setting preferred.

To apply please send your resume to careers@nchcfqhc.org
