



# GREATER VALLEY HEALTH CENTER

**Greater Valley Health Center (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavours.**

It is the policy of this facility to provide equal opportunity to persons regardless of race, religions, age (over 40), gender, disability, veteran, genetic information or any other classifications in accordance with federal, state, and local statues, regulations and ordinances.

|                               |                      |                       |             |
|-------------------------------|----------------------|-----------------------|-------------|
| Job Title                     | RN                   |                       |             |
| Wage-dependent on experience. |                      | Schedule              | M -F        |
| Working hours per week        | FT/PT Variable Hours |                       |             |
| Reports to (job title)        | Clinic Manager       | Non- Exempt<br>Exempt | Non- Exempt |

**Job purpose** *(Why does the job exist? What is it there to achieve or deliver?)*

Under supervision of the Health Center Clinic Director, provides clinical support to patients, providers, and support staff to assure efficient utilization of staff, services, and time management. This role will perform work as a registered nurse and provide case management, nursing services, education tasks for clients and staff and may be involved in policy development and adherence as required.

**Knowledge, Skills & Experience** *(work experience, qualifications, specialist training, key skills, disposition)*

|                    | Requirements   | Essential/Desirable |
|--------------------|--|---------------------|
| Qualifications     | Graduate from an accredited School of Nursing with degree or certificate as a Registered Nurse. Possession of an unencumbered current license to practice as a Registered Nurse in the State of Montana  | Essential           |
| Experience         | Experience in primary care setting.  | Desirable           |
| Knowledge & skills | Working knowledge of nursing practices related to acute and chronic complex medical conditions<br>Knowledge of current medical standards in primary care and family planning.<br>Knowledge of current immunization standards.<br>Knowledge of principles of case management and motivational interviewing. | Desirable           |

|                        |  |           |
|------------------------|--|-----------|
|                        | <p>Knowledge of HIPAA confidentiality requirements and practices.</p> <p>Knowledge of OSHA standards in clinical settings.</p> <p>Knowledge of community resources for patient referral.</p> <p>Knowledge of Patient Centered Medical Home</p>   |           |
| Abilities              | <p>Ability to communicate effectively orally and in writing.</p> <p>Ability to analyse data.</p> <p>Ability to maintain strict confidentiality of all Health Center matters.</p> <p>Ability to establish and maintain effective working relationships with peers, to her agency personnel and the public</p> <p>Ability to manage clinic flow:</p> | Essential |
| Special Requirements   | Have and maintain a valid Montana's driver license.  | Essential |
| Attitude & disposition | Strong work ethic, positive, caring, knowledge of cultural diversity and social determinants of health, team oriented. May be requested to perform functions relevant to the position but not listed above.  | Essential |

**Main Duties and Responsibilities of the Role:** these duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

Assist providers and clinical staff in direct patient care to include but not limited to IV starts, immunizations, venepuncture, and other nursing duties as assigned.

Triage walk in and phone call patients.

Provide client case management and disease specific management services.

Assist in the development, review and revision of policies, procedures.

Policy adherence for laboratory and instrument sterilization.

Coordinate with other clinical staff in ordering of supplies, vaccine, etc.

Provide educational services to patients and staff as needed.

Track and gather data for programs such as Vaccine for Children, Coumadin monitoring and others as directed.

Assist with the development and adherence for Patient Centered Medical Home.

Adherence to HIPAA principals.

**Working Environment** (*knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency*)

Work is mainly performed in an office/clinic setting with computer/phone work and moderate noise. Standing, bending, sitting, lifting, walking, stooping required. You may be required to travel to different clinic locations.

**Freedom to Act & Decision Making** (*depth of control, supervision received, use of judgement & initiative, analytical ability*)

Work independently to complete tasks; use sound judgment but ask questions if needed; show initiative for work/workflow improvements.

**Communication & Networking** (*liaison with others, type and level of communications*)

Clear and detailed written and/or verbal communication with patients, patient family members, co-workers, and providers is required.

**Finance/Resource Management** (*budgeting, forecasting*)

Use supplies efficiently.

**People Management** (*supervisory responsibility, human relations skills*)

Non-supervisory position

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the changing of the post.

## Confirmation Section

.....  
**Employee Signature**

Date:

.....  
**Print name**

.....  
**Supervisor Signature**

Date:

.....  
**Print name**

**CEO:**

**Comments:**