



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilanka Community Health Center Nursing Manager

Team: ICHC Administration

Salary Range: DOE

Reports to: Interim Health Administrator

Schedule: Regular, Full Time

FLSA Status: Exempt from Overtime

Last revised: October 2023

Supervises: Nursing Staff

This position oversees the nursing staff at Ilanka Community Health Center. This position requires a thorough understanding of clinical practices, QI/QA and compliance requirements. Leadership, initiative and problem solving skills are essential.

RESPONSIBILITIES / DUTIES:

- Directs and supervises RN's and supervises CCMA and MAs in conjunction with Medical Director or designated Physician.
- Ensures appropriate nursing staffing to meet patient and clinic operational needs.
- Assists with patient care as needed including Case Management.
- Identifies and monitors key performance metrics and productivity benchmarks for areas of responsibility, responding to variances and reporting to Administration within established timelines.
- Identifies and performs routine audits for quality assurance and risk management.
- Oversees Employee Health, Infection Control, and Clinical Equipment management, designating duties to direct reports as needed.
- Participates in Policy and Procedure Committee, developing relevant policies and procedures.
- Participates in Risk Management and Quality Assurance-Quality Improvement programs.
- Oversees Emergency Preparedness Program for clinic, ensuring regulatory compliance.
- Identifies and implements opportunities to increase staff competencies.
- Maintain a high level of confidentiality in accordance with HIPAA and HITECH regulations, which includes only accessing appropriate information needed to perform job duties.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events.
- Follows all organizational policies and procedures.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES

- Ability to prioritize and exercise sound, independent judgement, showing initiative, attention to detail and providing flexibility to maintain operations and achieve goals.
- Demonstrates leadership and supervisory competencies to include effective team communication, goal setting, team building, coaching and leading change.
- Skill in evaluating existing workflows, creating improvements to streamline clinic operations.
- Excellent oral and written communication skills.
- Knowledge of Federally Qualified Community Health Center program requirements.



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- Supports and facilitates positive interaction with others as evidenced by professional maturity, respect for others and a team-centered approach.
- Must be able to pass a background check, which includes fingerprinting.
- Proficient in Microsoft Office applications.

EDUCATION AND EXPERIENCE

- Bachelors or higher in healthcare related field preferred.
- Minimum three years supervisory experience in a clinical setting.
- Experience with healthcare information systems, such as electronic health record.

LICENSES AND CERTIFICATIONS

- Current Alaska Registered Nurse license
- BLS or CPR Pro Certification required, ACLS and PALS recommended.
- Current Alaska Drivers' License recommended.

WORK ENVIRONMENT

- Majority of work will be completed in an office setting located within a medical primary care clinic.
- May provide backup to clinical staff, assisting in medical procedures or patient care.
- Regularly manipulate electronic data to gather, input and otherwise coordinate work.
- Regularly bend and/or crouch for long periods of time to perform patient medical services.
- Typically lifts 15 pounds to coordinate work, occasionally assisting in lifting patients more than 100 pounds.
- Regularly use sight, smell, touch, and high level of cognitive function to interpret information, perform job duties, make decisions, and complete tasks.
- Category I: Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

DISCLAIMER

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature _____ Date _____