

NORTHEAST VALLEY HEALTH CORPORATION

The Northeast Valley Health Corporation is currently seeking qualified applicants for the position of:

School Based Health Center Registered Nurse Coordinator
1 - 100% Regular Full Time Position

School-Based Health Centers (SBHCs) provide expanded health services, similar to primary care health centers. The School Based Health Center RN Coordinator is responsible for the primary care services provided at Maclay Middle School, San Fernando High School and Mission College. The School Based Health Center RN Coordinator supervises staff performing nursing services at the aforementioned health centers in conjunction with the Clinic Administrator for the School based Division.

The School Based Health Center RN Coordinator assures that nursing services for all school-based health centers are performed in compliance with Federal, State, Agency, and various programmatic and regulatory requirements. The School Based Health Center RN Coordinator must be willing to work with community members, school officials and educators, and parents.

Reports to: Professional/Technical: Director of Nursing Services
Administrative: Director of Planning & Advocacy for the School-Based Health Centers/Clinic Administrator

Management Salary Grade: 20

Supervises: LVN, MA's, and Team Clerks; as required.

Qualified, interested applicants should fax/send resumes to:

Human Resources
NORTHEAST VALLEY HEALTH CORPORATION
1172 North Maclay Avenue
San Fernando, CA 91340
FAX (818) 898-3425

QUALIFICATIONS

1. Must be a graduate of an accredited school of nursing with a valid, current CA Registered Nurse license to practice. BSN preferred. Must maintain a current Cardio-Pulmonary Resuscitation certification, in compliance with corporate CPR policy.
2. Must have at least 3-5 years of nursing experience in a school-based health center and/or worked as a RN in a community health center serving a pediatric-adolescent aged population.
3. Be able to communicate tactfully and empathetically, with cultural sensitivity; with staff and patients. Bilingual English/Spanish proficiency strongly preferred.
3. Must demonstrate through written and/or oral testing, the knowledge and skills necessary to provide care appropriate to the age of the patients served and has knowledge of the principles of growth and development over the life span.
4. Must possess knowledge or willing to learn all applicable laws as it pertains to California Minor Consent and California Child Abuse reporting regulations.
5. Must demonstrate proficiency in MS Office software and knowledge of an electronic health record desired.
6. Current, valid CA Driver's License, valid vehicle liability insurance, and an available vehicle needed.
7. Must be willing and able to work a varied and flexible schedule to accommodate the needs of NEVHC and its patients.

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8. Must maintain or exceed competency levels as established by corporate standards for clinical practice.
9. The MIS Patient Information System access level is 2.

Responsibilities:

1. Is responsible for the direct or indirect supervision of the nursing staff (LVN/MA) including the hiring, annual performance appraisals, training/education, scheduling, delegating daily, weekly and monthly work assignments, and takes disciplinary action, when needed. Works with the Director of Planning & Advocacy for the School-Based Health Centers /Clinic Administrator to coordinate these activities and provide leadership and guidance.
2. Ensures all nursing duties are performed according to NEVHC clinical and administrative policies and procedures.
3. Conducts activities consistent with the RN Coordinator position at NEVHC primary health centers including: nursing assessments and triage, coordinates medication dispensing and refills, supervises vaccine storage and handling, supervises lab quality control measures, understands provider empanelment and patient assignment, oversees referral tracking, supervises infection control activities, maintains SBHC safety programs (day to day and emergency preparedness), ensures proper medical record documentation, ensures follow-up visits, lab and specialty referral for patient care are conducted per protocol, serves as an advocate for the patient/family, maintains patient's confidentiality and all HIPAA requirements, and performs all nursing functions when needed (CLIA waived tests, vital signs, intake/exiting, schedules appointments and reviews electronic health records).
4. Conducts monthly competency trainings of nursing staff including any corrective action required. Reviews all clinical policies and procedures with nursing staff to ensure accurate implementation and informs staff of all relevant administrative changes that impacts the delivery of health care services.
4. Assures compliance with all regulatory requirements (nursing and administrative) relating to CHDP, Immunization Program, Title X, Family PACT, etc.
5. Engages with community leaders and school officials to develop and maintain positive external relationships to promote student health and learning. Serves as a liaison with Los Angeles Unified School District (LAUSD).
6. Participates in the NEVHC Quality Improvement process, assists in chart audit, and works with staff to perform improvement activities. In collaboration with the Clinic Administrator, collects and analyzes the data to monitor the delivery of patient care.
7. Attends meetings as assigned by the Director of Planning & Advocacy for the School-Based Health Centers/Clinic Administrator and Director of Nursing Services.
8. Customer Service - Treats customers, patients, co-workers, and others with dignity, respect and trust. Is able to work effectively by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; addressing others by name, title or other respectful identifier; and respecting the diversity of our workforce in actions, words and deeds.
9. Performs other duties as required or as assigned by the Director of Nursing Services or Site Administrator.