



Chinatown Service Center

POST 08/2011

Job Announcements

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: Register Nurse / Clinical Supervisor

Salary Range: \$52,000 – \$62,400 annual plus benefit

Open Date: 08/29/11

Closing Date: 09/12/11

**** Or when sufficient applications have been received.

Summary of Duties:

Under the general clinical supervision of the Community Health Center Program Director and Medical Director, the Registered Nurse (RN) / Clinical Supervisor is primarily responsible for coordinating patient care and clinic dispensary services and supervising Licensed Vocational Nurses(LVN), Medical Assistants. He/She is also responsible for providing health education.

Example of duties:

- Supervise LVN, MAs, assign and direct daily work activities, delegate staff responsibilities, complete performance evaluations
- Establish a work schedule, assignment for LVN & MA and ensuring that each member of the MA team is adequately trained.
- Prepare and dispense medication to patients under the supervision of the Medical Director and health care providers.
- Deliver proper instructions on medication intake and health education to patients receiving prescriptions.
- Responsible for monitoring daily patient flow.
- Provide patient education and counseling in health maintenance and preventive health
- Promote Efficient Patient Care and Enhance Professional Development

Qualifications:

- Current California RN license, BCLS certification
- Experience in pharmaceutical management
- Supervisory experience
- Knowledge of medical office procedures
- Fluency in Chinese (Mandarin, Cantonese) and/or Vietnamese

Please forward your resume to

Amy Atondo, HR Manager

767 N. Hill St., Suite 400, Los Angeles, CA 90012

Fax: (213) 680-0787

cschr@cscla.org

Chinatown Service Center is a nondiscrimination equal opportunity employer. Auxiliary aids are available upon request to individuals with disabilities