



## JOB DESCRIPTION

<b>Job title</b>	<i>Registered Nurse</i>	<b>FLSA Class:</b>	<i>Exempt</i>
<b>Department</b>	<i>Medical Clinic</i>	<b>Position Type:</b>	<i>Full Time</i>

### Job purpose

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

### Duties and responsibilities

- 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 care.
- Promote Efficient Patient Care and Enhance Professional Development.
- Perform other duties as assigned.

### Qualifications

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

### Direct reports

Chief Medical Officer