



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:** Registered Nurse

**Open Date:** September, 2023

**Closing Date:** Until filled

**Pay Range:** \$75,000.00 to \$80,000.00 Per Year

**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. As the Infection Nurse, they will be responsible for preventing and controlling the spread of infectious diseases in our medical and dental ambulatory care facilities located in Downtown Los Angeles and San Gabriel Valley. This includes reviewing and implementing infection control policies and procedures, conducting surveillance activities, and educating staff and patients on infection control practices.

**Job 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.
- Develop, implement, and monitor infection control policies and procedures to meet Joint Commission standards
- Participate in the development and implementation of training programs for healthcare staff
- Conduct surveillance activities to identify any potential sources of infection
- Monitor and review infection control practices and equipment sterilization protocols to ensure compliance with relevant policies and standards



- Advise on the use of personal protective equipment for staff and visitors
- Monitor infection rates within the healthcare setting and report any trends
- Investigate any reported cases of infection and provide advice on prevention and control measures
- Respond to and manage any incidents of infection in accordance with established policies and procedures
- Liaise with public health authorities and other organizations in relation to infection control
- Provide antibiotic stewardship
- Perform other duties as assigned.

**Qualifications:**

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

**Please send your resume to:**

**[cschr@cscla.org](mailto:cschr@cscla.org)**

**Subject: Registered Nurse**

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**