



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: Clinical Nursing Director & Infection Control Officer

Open Date: September, 2023

Closing Date: Until filled

Range: \$140,000 to \$150,000 Per Year

Job Summary:

The Clinical Nursing Director provides leadership and clinic management for day-to-day operations of multiple health centers for Chinatown Service Center. Management activities include service planning, system development, staffing, quality assurance activities and addressing service standards and personnel issues. CSC uses team-based care to provide the most efficient and effective care to our patients. This position functions as a critical member of the care team, ensuring team communication, quality care, and patient satisfaction. The Infection Control Officer's duties include the creation, implementation, and management of infection prevention and control policies based on evidence-based practices.

Example of duties:

- Oversees clinic staff to support overall delivery of clinical services in conjunction with Medical Director and operations team.
- Recruits, hires, supervises, trains, and evaluates the performance of ancillary support personnel including: coordinators, supervisors, other clinic support staff and volunteers. Jointly oversees nursing and administration staff with the Chief Medical Officer.
- Coordinates the implementation of staff educational programs together with the Chief Medical Officer and Human Resources, including in-service training agenda to meet the program requirements of ancillary and practitioner personnel.
- Oversees the implementation of physician, mid-level practitioner, and ancillary personnel clinic schedules including temporary providers in coordination with Chief Medical Officer and operations team.
- Evaluates clinic workflow and activities to improve and optimize efficiency, client satisfaction, and staff satisfaction.
- Collaborates with CMO/Operations team, and Medical Director in initiating policies and plans for overall operation of the health centers, and establishment of goals and priorities.
- Design, implement, and analyze a core set of infection prevention and control practices based on CDC recommendations.



- Coordinates with CSC services with external health care agencies and ancillary service providers.
- Responds to escalation of patient complaints at the site level after Clinic Manager, facilitates resolution of conflicts/issues.
- Participates in the implementation of the clinic quality improvement system.
- Assists the CMO/Medical Director in the documentation, annual review and update of clinic procedures and patient care protocols.
- Assures that the goals and objectives of CSC are met in the daily work.
- Fosters an environment of transparency, comfort, and trust among co-workers and patients in providing quality health care.
- Update all clinic policies and in compliance with HIPAA.
- Responsible for continuous assessment of community health needs.
- Performs additional duties as assigned by the Chief Operations Officer or designee.

Qualifications:

- Master's degree in Public Health, Health Care Administration or related field or 5 years equivalent experience.
- Familiarity in development for health programs and community health center management for monolingual populations.
- Exceptional communication, presentation and writing skills.
- Must be able to work independently, take initiative and follow through.
- Able to work well with others, leadership potential.

Please send your resume to:

cschr@cscla.org

Subject: Clinical Nursing Director & Infection Control Officer

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