



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: March, 2023

Closing Date: Until filled

Pay Range: \$72,000.00 to \$75,000.00 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.

Job Responsibilities:

- Create data queries, reports, exports and merges which will be used by members of the Development staff to achieve revenue goals
- 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



華埠服務中心
Chinatown Service Center

Registered Nurse

- Knowledge of medical office procedures
- Fluency in Chinese Cantonese and Mandarin

Please send your resume to:

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.**