



JOB ANNOUNCEMENT

Clinic Nurse Coordinator - Pittsburg (.375 FTE, bilingual Spanish/English language preferred)

RotaCare Bay Area (RBA) is a volunteer alliance of medical professionals, organizations and community members dedicated to providing free primary, quality healthcare services to uninsured families and individuals with limited ability to pay for medical care. We are a volunteer driven organization supported primarily through locally based philanthropy. RBA's network of 10 free medical clinics is located in six counties throughout the San Francisco Bay Area and Central Coast. RotaCare Bay Area seeks a new team member to join its RotaCare Pittsburg Clinic at St. Vincent de Paul.

Basic Function: The Clinic Nurse Coordinator provides clinical and quality management of patients. The Patient Care Coordinator must be committed to serving the marginalized, underserved, and uninsured. Patient care coordination and follow-up are essential aspects of this position. The Clinic Nurse Coordinator will work closely with the Pittsburg Medical Director and the Pittsburg Advisory Council to advance RBA's mission.

Reporting Relationships: The Clinic Nurse Coordinator reports directly to the RotaCare Bay Area CEO, working closely with the Clinic Operations Manager, Clinic Advisory Council and volunteer Medical Director. The position will take direction Chair and Medical Director from the Clinic Advisory Council.

Knowledge/Responsibilities:

Patient Care Coordination (70%)

- Follow up on referrals to ER, Operation Access, other clinics, or pro bono facilities, SVdP conferences and other resources
- Assist with coordination of Transitional Care Clinic, Diabetic education, and HTN education.
- Review lab & radiology results as needed and discuss with medical director

Continuous Quality Improvement Activities (20%)

- Ensure Quality Assurance measures are in place and in compliance with RBA policies and HIPPA
- Review charts for quality compliance

General Administrative Activities (10%)

- Attend & report to RotaCare Pittsburg Advisory Council meetings every 2 months
- Provide patient or volunteer narrative story every quarter
- Oversee supplies and materials with Clinic Operations Manager
- Communicate with and respond to inquiries from RotaCare Bay Area and clinic network.

Qualifications and Requirements:

- Registered Nurse, with current California license, BSRN preferred.
- Ability to adapt with changing priorities and working with volunteer physicians, nurses, medical interpreters and non-clinical personnel.
- Have an understanding of the importance of Community Health Education Programs.
- Have an ability to work compatibly with physicians, nurses, medical interpreters and non-clinical volunteers.

- Experience in managing community service programs or community-based clinics as well as clinical experience in Adult Medicine, both urgent and chronic care.
- Knowledge of health care delivery, administration, quality assurance/CQI, and data management.
- Understand ethical/legal issues in relation to healthcare.
- Strong, sensitive, and thorough verbal, written, and interpersonal skills. Demonstrated experience working with medical personnel and groups from diverse backgrounds. Bilingual Spanish/English preferred.
- Ability to function independently and as a team member. Values team-oriented, cooperative culture. Ability to coordinate others to provide maximum efficiency.
- Computer literacy of popular Windows software (e.g., Microsoft Office Suite) and database systems.
- Carries out all responsibilities in an honest, ethical and professional manner as well as demonstrates ability to exercise independent discretion and good judgment within parameters of the role and RotaCare Bay Area policies.
- Organized and self-motivated. Ability to function well under stress and changing priorities.
- Flexibility to work evenings, weekends, and remotely.
- Able to occasionally travel. Good driving record with valid California driver's license and proof of auto insurance.
- Ability to lift, carry, and move heavy items (e.g. tables, chairs, shelves)
- Uphold the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies.
- Interest and commitment to the mission of RotaCare Bay Area.

Salary and Benefits

- *DOE at 0.375 FTE (10 hours/week) position. No benefits or holiday pay provided.*

Hire Date: *Immediately*

Application Deadline: *Open until filled*

To Apply: *Please send your resume and cover letter to jatinderpals@rotacarebayarea.org.*

RotaCare Bay Area, Inc. is an Equal Opportunity employer.