

Job Description

Company	Sunset Park Health Council	FLSA	Exempt
Job Code	100241	Classification	Non Union
Title	FHC Nurse Manager	Probationary Period	6 Months
Position #	10053313		

Position Summary:

The FHC Nurse Manager is responsible for planning implementing and coordinating ambulatory care patient services to attain optimal and effective patient care. Responsible for the management and quality of care as part of the leadership team at the sites/modules. Serves as role model and resource for all staff.

Job Responsibilities:

- Demonstrates clinical knowledge and skills in area of supervision and directs staff in its application
- Responds to staff, provider and patient satisfaction needs and identifies and implements solutions in collaboration with related departments as needed
- Demonstrates an awareness of and respect of for coworkers/patients cultural background.
- Understands broad organizational and business issues has and uses cross-functional knowledge; knows how to get things done and whom to involve and when.
- Gathers relevant information systematically to generate solutions adept at using statistical/financial information to problem solve grasps complexities and perceives relationships between issues.
- Considers a wide range of factors when making decisions; develops business plans to meet customer needs adjusts actions and decisions for focus on critical strategic issues.
- Demonstrates flexibility to shifting priorities and rapid change.
- Speaks and writes clearly and in a well-organized manner.
- Provide clear direction to employees. Demonstrates effective coaching and staff development.
- Demonstrates high levels of collaboration and teamwork.
- Identifies and meets learning needs in order to maintain competency and respond to new clinical and management expectations.
- Ensures staff compliance with annual mandatory in-service i.e. Environments of Care Infection Control.
- Participates in the clinical and leadership development of employees in his/her area.
- Makes recommendations for staff educational needs and plans educational activities independently and in conjunction with others. Maintains clinical in-service attendance record.
- Facilitates and ensures orientation of personnel to the site/module. Plans for experience needed to perform competently.
- Maintains records on licensure and certifications of the staff.
- Serves as a liaison to all other departments in the LMC system and demonstrates effective team-building and problem-solving strategies in interactions.
- Assimilates LMC core values compassion, dignity, inclusivity, respect throughout all processes and interactions
- Establish pleasant working environment conducive to teamwork, growth and recognition.
- Utilizes effective conflict resolution strategies when dealing with staff providers, patients and family members.
- Maintains effective, ongoing and timely communication with staff and maintains records of meetings
- Collaborates with Materials Management Department and Purchasing for appropriate supplies and equipment and ensures proper utilization and maintenance of supplies and equipment on unit. Monitors budget in collaboration with site director. Participates in annual staffing/plan budget review process
- Establishes work performance and clinical competency of personnel on a timely basis and makes recommendations for promotions transfers and discharges. Takes corrective action and/or disciplinary action with staff in collaboration with Human Resources
- Counsels and coaches clinical support staff concerning their work performance and development; holds staff accountable for performance
- Interviews and recommends hiring of applicants for clinical support positions with Site Director and Nurse



Job Description

Recruiting Department

- Monitors site/module staffing to budget overtime/agency use and provides justifications as needed.
- Prepares clinical support staff schedules in a timely manner. Monitors appropriate use of benefit time. Approves overtime for nurses and medical assistants.
- Plans for staffing needs of the site(s)/modules(s) on a long and short term basis adjusting based on workload and other staffing variables to maintain safe efficient care in an effective manner.
- Acts as resource for staff for clinical/legal issues; and regulatory & policy matters. Refers as appropriate. Responds to staff provider and patient satisfaction needs and identifies and implements solutions in collaboration with related departments as needed.
- Responds to patient/family needs in timely positive manner and ensures service excellence among all staff.
- Promotes safety and risk free environment for patients and staff.
- Investigates incidents and occurrences and institutes corrective action as appropriate.
- Participates on a voluntary or appointed basis in inter-intra-departmental and inter-disciplinary committees to improve patient care.
- Conducts Performance Management monitoring and participates in problem identification and solution to improve key processes/systems/patient care; shares results in staff meetings. Encourages staff participation in performance management activities
- Initiates and encourages staff participation in patient care conferences.
- Establishes/maintains processes to promote a multidisciplinary team approach in developing, implementing and evaluating patient care and/or family education
- Provides direct patient care as needed to meet patient care needs or role model behavior

Additional Position Specific Responsibilities:

Minimum Qualifications:

Bachelor's Degree in Nursing degree required. Three years of ambulatory care experience required. Previous leadership experience preferred. Willingness to devote the time required completing assigned tasks on schedule. Valid New York State Registered Nurse license, BCLS, NYS Infection Control Certificate.

Preferred Qualifications:

Required Licenses & Certifications:

Code	Description	Required/Preferred
30099	Registered Nurse License-NYS	Required

Education:

Degree Type	Degrees Info	Required/Preferred
Bachelor's Degree	Nursing	Required
Master's Degree	Nursing	Preferred

Required Languages:

Code	Description	Required/Preferred
20037	Chinese	Required
20052	English	Required

Minimum Experience: 3

Other Working Conditions:

Exposure or handling of potentially infectious material Ability to see or access information in print and/or transmitted electronically Ability to hear oral instructions Performing job duties may require prolonged periods of: Sitting Standing Walking Other working conditions / physical demands required to perform duties: Frequently pushing, pulling, and lifting 10 100 lbs. weight



