



## Registered Nurse

We are a community health center located in majestic Waimanalo, where **our mission** is to provide the highest level of primary and preventative health care services, with special attention to the needs of Native Hawaiians and the medically underserved, and improving the health and wellness of individuals and their `ohana (family) regardless of their ability to pay. We are committed to improving the quality of life for the people of Hawaii.

### **Our Values**

***Mālama (stewardship)*** - We listen to people with our full attention, seeking to know them and understand their healthcare and wellness needs and aspirations for themselves, their family and the Waimānalo community. We will respond, to the best of our abilities, as caring, compassionate, engaged and professional partners in healthcare.

***`Ohana (family)*** - We believe that wellness embraces the whole family and we welcome their participation in the healthcare of their loved ones. Our belief extends to the Waimānalo community-at-large where we build the foundation of good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

***Pono(rightness and balance)*** - We know that quality healthcare starts with people's trust in our services and the excellence of our care for them and the resources entrusted to us to meet their needs. We are committed to maintaining their trust by treating people with respect and confidentiality, and by being open about our organizational practices and results, seeking to continuously improve our work.

**We are seeking a dedicated, talented and team-oriented Clinic Support Staff Supervisor to join our `ohana (family) to support our mission and values.**

**We offer competitive wages, excellent benefits and a great working environment.**

### **SUMMARY**

The Registered Nurse (RN) is responsible for ensuring the delivery of safe nursing care to patients and accurate exchange of information between providers, patients and clients.

The RN is responsible for proactive panel management for the Providers within the clinic and maintaining an environment that provides care and safety of patients and team members. Implements policies that support the effective and efficient operation of the clinic consistent with the standards of the Patient-Centered Health Care Home, makes recommendations for updates/changes/new policies and procedures. Demonstrate willingness to work in cooperation with and support of others.

The RN routinely identifies and assists in performance and process improvement opportunities and actively participates in these initiatives; promotes and assists in development and deployment of patient satisfaction efforts. Must demonstrate working knowledge of the patient population and the physical ability to perform patient care. This position reports to the Director of Clinical Operations (DCO).

### **QUALIFICATIONS**

- ❖ Demonstrated leadership, team building and change management skills.
- ❖ Ability to work with little supervision, ability to be self-directed
- ❖ Previous management and/or supervisory experience preferred
- ❖ Personnel management skills: Ability to evaluate staff clinical competency, quality of job workflow, staff scheduling and appropriate workplace behavior.

- ❖ Must have good communication, supervisory and organizational skills as well as a good understanding of patient and workflow processes.
- ❖ Quality improvement experience preferred.
- ❖ Demonstrated ability to communicate effectively with individuals, groups, and professionals in a culturally appropriate manner.
- ❖ Demonstrated ability to work effectively as a member of a team.
- ❖ Familiarity with the communities to be served is preferred.
- ❖ Experience working in a Federally Qualified Health Center and/or experience working in underserved communities is preferred.
- ❖ Experience with Electronic Medical Records system is preferred. Will be required to work on Electronic Medical Records system. Use of email is required.
- ❖ Must have enhanced computer skills, word processing, spread sheets, data extraction and reports (Word, PowerPoint, Excel, etc.).

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- ❖ Certificate of graduation from an accredited school of nursing with a Bachelor's degree.
- ❖ Hawaii RN license required.
- ❖ Basic Life Support certification is required.
- ❖ Two-Step Tuberculosis clearance is required.
- ❖ Hepatitis B clearance via immunization records of 3 hepatitis B vaccines and a hepatitis B surface antibody quantitative blood test blood test.
- ❖ COVID-19 Clearance via immunization records showing 2 doses of a 2-dose vaccine series at appropriate intervals or 1 dose of a 1-dose vaccine. Original COVID-19 vaccination card is preferred

### **BENEFITS**

- ❖ Health Benefits (Medical, Dental Drug, Vision) – Employee coverage paid by WHC
- ❖ Discounted Medical and Dental services provided by WHC
- ❖ Paid Holidays – 10 Full days and 2 Half Days
- ❖ Paid Time Off (PTO)
- ❖ Paid Wellness Hours
- ❖ Wellness Bucks - \$200 annually
- ❖ Group Term Life Insurance
- ❖ Supplemental Group-term Life Insurance & AD&D Insurance
- ❖ Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages
- ❖ Flexible Spending Program
- ❖ Employee Assistance Program (EAP)
- ❖ Pre-tax Commute Plan
- ❖ Longevity Benefit – After 5 or more years of service
- ❖ Tuition Assistance Program
- ❖ Free Parking
- ❖ and more.....