

<b>Name</b>		<b>Date Updated</b>	06/20/2023
<b>Title</b>	Mapu Maia Staff Nurse	<b>FLSA (Fair Labor Standards Act) Classification</b>	Non-Exempt, not eligible for overtime
<b>Reports to</b>	Health Clinic Director	<b>Salary - based on 40hrs/week</b>	\$64,504 - \$115,678

<b>JOB DESCRIPTION</b>
<p><b>Summary/objective</b></p> <p>The Staff Nurse will work within the scope of their license to support the medical provider and clinic team in seeing patients efficiently and effectively. This position provides direct patient care, safe administration of testing, medical treatment and medication as well as patient education and support. Additionally, the Staff Nurse holds administrative duties that encompasses the following responsibilities:</p>
<p><b>Essential functions</b></p> <p><i>Reasonable accommodation(s) may be made to enable individuals with disabilities to perform these essential functions.</i></p> <p><b><u>Clinical Duties/ Supervision</u></b></p> <p>The following are applicable if within scope of an individual's license, experience, and training:</p> <ul style="list-style-type: none"> <li>• Intake including height/weight, vital signs, patient history and medication reconciliation.</li> <li>• Prepare patients for provider exam.</li> <li>• Perform point of care testing and other procedures such as EKG as trained.</li> <li>• Administer treatment and medications as prescribed by the medical provider.</li> <li>• Assist the medical provider with procedures as needed.</li> <li>• Provide patient instruction, education materials and community referral resources.</li> <li>• Discuss concerns regarding patient with Clinical Operations team and/or provider.</li> <li>• Triage incoming clinic calls and schedule for clinic visits, as needed.</li> <li>• Complete follow up with patients regarding treatment, referrals, lab results, etc.</li> <li>• Ensure complete and proper documentation of all patient care and instruction in patient medical records.</li> <li>• Maintain patient confidentiality.</li> <li>• Follow universal precautions, infection control principles and general clinic policies.</li> <li>• Attend and support the clinic's community outreach projects.</li> <li>• Other duties as assigned by the Health Clinic Director</li> </ul> <p><b><u>Administrative:</u></b></p> <ul style="list-style-type: none"> <li>• Greet patients in a welcoming and professional manner.</li> <li>• Answer incoming clinic calls and emails, respond to inquiries or refer appropriately.</li> <li>• Provide current/prospective patients with information about the clinic in person and by telephone.</li> </ul>

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- Establish and maintain patient charts in the EMR.
- Manage clinic schedule, including:
  - Schedule patient appointments.
  - Confirm all appointments for the following day.
- Assist in general maintenance of clinic areas, equipment and medical supply inventory.
- Assist the Clinical Operations team as needed with projects.
- Other duties as assigned by the Health Clinic Director.

**Other Duties and Expectations:**

- Foster an environment that promotes trust and cooperation amongst UTOPIA staff, community members and affiliate organizations.
- Actively participate in program strategy, planning, tracking, and reporting, and staff meetings.

**Competencies**

- A demonstrated commitment to [our mission, vision, and values.](#)
- Ability to speak, read, and write in English; strong candidates may have additional language skills.
- An ability to communicate with people or groups with varying perspectives or positions.
- Motivated independent worker with innovative and creative thinking.
- Strong social justice analysis, knowledge of systemic systems of oppression, and lived experience of the power of community organizing to transform lives and communities.
- Excellent organizational and planning skills.
- Self-Starter with a strong desire to learn.
- Key Soft Skills
  - Communication
  - Organization
  - Responsibility
  - Teamwork
  - Problem-Solving
- Key Technical Skills
  - Microsoft Suite
  - Documentation

**Supervisory responsibilities**

None.

**Work environment**

Weekly schedule is Monday through Friday, 9AM - 5PM, but some weekend and evening events may be required.

Since this position is ineligible for overtime, flexing the work hours to not exceed 40 in one week is the employee's responsibility.

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Due to the direct service nature of our work, most work is expected to be completed on-site.

Occasional offsite tasks such as bank runs or meetings with community members may be required. Use of personal vehicles is eligible for reimbursement in accordance with state and federal laws and UTOPIA policy.

### **Physical demands**

*Reasonable accommodations may be made to enable individuals with disabilities to perform these physical demands.*

- Ability to lift, up to 50lbs.
- Ability to stand for up to 8 hours.
- Ability to sit for up to 8 hours.

### **Travel required.**

Limited regional and national travel may be required up to 5% of the time.

### **Required education and experience:**

- Graduate of an accredited nursing program.
- Valid and current Washington State License as a Licensed Practical/Vocational Nurse (LPN/LVN) or registered nurse (RN)
- Complete states or nursing board regulated training and provide documentation as needed.
- CPR certification.
- Pleasant and professional manner, in person and over the phone.
- Demonstrated ability to work in a team environment.

### **Preferred education and experience**

- Experience working with target population is a plus, but resources and support are provided through the organization.
- Two years of community organizing and/or cultural work, especially within the LGBTQI+ and/or Pacific Islander communities. Equivalent experience with facilitation or community engagement will be considered.
- Experience doing cultural community engagement work, especially within QTPI, NHPI, or other communities of color.
- Possess effective communication skills including public speaking, meeting facilitation, and writing.
- Experienced in authentic and open relationship building with queer and trans people, Pacific Islanders, other people of color, and community allies.
- Motivated independent worker with innovative and creative thinking.
- Strong social justice analysis, knowledge of systemic systems of oppression, and lived experience of the power of community organizing to transform lives and communities.
- Excellent organizational and planning skills.
- Basic technology skills and experience with Microsoft Office, Outlook, Excel, PowerPoint, etc.

### **Additional eligibility requirements**

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- Willingness to flex schedule to fulfill organizational needs

### **UTOPIA Non-Discrimination Policy**

UTOPIA is committed to creating and maintaining a socially diverse staff, volunteer, and program member base. UTOPIA does not discriminate on the basis of class background or current income; employment status or type of employment; race; ethnicity, color, or national origin; religious background, creed, or affiliation; gender, gender expression or gender identity; sex; sexual orientation or sexual identity; age; height or weight; immigration status; past, present, or future disability, medical, or health condition; veteran or military status; relationship (marital or partnership) status; or any other protected status in accordance with federal, state, or local laws.

### **Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Job descriptions will be reviewed at least twice per calendar year to assure non-documented tasks take no more than 10% of the employee's time.

## **Signatures**

This job description has been approved by:

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Employee Initials:

Date: