Position: Nursing Coordinator
Program: Health and Mental Health Services
Department: Health and Mental Health Services
Reports to: Nurse Manager
Compensation: $80,000/Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY:
Under the direction of the Nurse Manager, the Nursing Coordinator will be responsible for monitoring and coordinating clinic flow for the provision of quality patient care in compliance with local, state and federal regulation and accreditation standards.

ESSENTIAL FUNCTIONS:
1) Prioritizes and delegates work tasks and services to ensure efficient clinical operation such as patient flow and completion of tasks in a timely manner;
2) Monitor, order and stock medications on the floor including controlled medications;
3) Along with Nursing Management, monitors Medical Assistants in their provision of patient vital signs, documentation of current medications and any allergies in chart, rooming of all patients for providers, and the performance of any requested blood tests/EKG's, etc.;
4) Triage of same day/walk in patients;
5) Monitoring of clinical flow / provider schedules;
6) Performs nursing duties and is a clinical resource and professional role model for all nursing staff;
7) Ensure that all health care practices follow legal and ethical regulations and Los Angeles LGBT Center (Center) policies;
8) Oversees clinic equipment maintenance and supply;
9) Performs medical chart reviews and compiles data in a meaningful manner for audits and reports;
10) Coordination/management of STI treatment;
11) Collaborate with medical and other healthcare providers to plan, organize, and direct patient care;
12) Provides patient education regarding disease process, therapies and healthful behaviors;
13) Identifies insightful means and resources to educate patients/clients, significant others, and the community about pertinent health issues in the most therapeutic and positive manner;
14) Communicates appropriately and tactfully with staff, consultants, patients/clients, significant others, and community members to reduce conflict and increase client/patient satisfaction whenever possible;
15) Administers medications as ordered within the scope of practice of the license;
16) Mentors and empowers others to facilitate positive change in the organization;
17) Facilitates the development of clinical judgment in healthcare team members through role modeling, teaching, coaching and /or mentoring;
18) Enforcement of clinical protocols and procedures;
19) The requirement to comply with OSHA, HIPAA and other applicable regulations;
20) Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:
1) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people.
2) A passion for the Center’s work and its mission to make the world a better place for LGBT people;
3) Current and unrestricted California RN License;
4) Current AHA CPR certification;
5) Minimum of three years of experience in direct patient care, preferably in an ambulatory care setting;
6) One year HIV/AIDS healthcare experience preferred;
7) Bilingual (English/Spanish) skills, a plus;
8) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
9) Strong computer skills and knowledge of word processing and electronic health records;
10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statues, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org
Or submit a cover letter with application/resume to:
Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.