



655 Broad Street  
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www.rifreeclinic.org

## POSITION DESCRIPTION

**TITLE:** Clinic Nurse  
**REPORTS TO:** Practice Manager  
**SALARY:** Competitive Salary & Benefits including health, dental, 403(b)  
Part-Time and/or Full-Time  
**DATE:** January 2023

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## POSITION SUMMARY

Join our mission-driven team and be part of an exceptional group of staff and volunteers improving the health and vitality of individuals and our state.

**Clinic Nurse.** Reporting to the Practice Manager and working closely with the Volunteer Medical & Associate Medical Directors, the Clinic Nurse is a strategic partner to further our model of high-quality, community-based healthcare services for uninsured, low-income adults whom we serve. This Nurse provides quality care while building volunteer capacity to meet increased demands for care in primary care, specialty, wellness and preventive services. Bilingual Spanish/English preferred.

## RESPONSIBILITIES

- Ensure patients receive appropriate level of service that is coordinated and culturally appropriate.
- Perform on-site nursing visits including for blood pressure checks, dressing changes, injection procedures, and as requested by volunteer providers; and health education including preventative education on exercise, nutrition, weight loss, health literacy and other prevention areas to improve patient outcomes.
- Perform daily preview of records to prepare for upcoming visits.
- Pre-planning for all scheduled visits.
- Provide clinical supervision to medical assistants.
- Responsible for completing monthly clinical walkthroughs.
- Coordinate 911 calls from the Clinic and related emergency procedures.
- Retrieve lab results and provide appropriate follow-up.
- Consult with Volunteer Medical Director and Clinic providers as needed.
- Follow through on provider orders and work with staff/volunteers to resolve patient issues.
- Respond to patient phone calls and pharmacy refill requests,
- Refer and coordinate patient appointments with health partners and volunteers as appropriate.
- Comply with clinical quality checks and policies.
- Work with Practice Manager to follow through on AmeriCorps VISTA activities
- Work with volunteers & AmeriCorps VISTAs to support the Patient Assistance Program for medications.
- Contribute to ongoing performance improvement and participate in Medical Advisory Committee
- Work closely with Practice Manager on all clinical and operational issues
- Support all volunteers and promote effective day to day communications to ensure a smooth operating clinic

- Comply with state and federal regulations regarding patient care, volunteers and physical plant.
- Open/close Clinic as needed.
- Other duties as assigned.

## **QUALIFICATIONS**

- Bilingual in Spanish/English preferred.
- AD or BS required, with unrestricted RN license to practice in RI; Minimum two years of experience.
- Demonstrated attention to detail, and confidentiality, discretion and respect at all levels.
- Experience with electronic medical record systems a plus; computer literate.
- Commitment to Clinic's mission to work with volunteers and medically underserved adults.
- Basic Life Support (CPR) certified.

## **BENEFITS**

- Weekday hours
- Working with an exceptional Team of staff and volunteers who put patients first
- Competitive hourly rate
- Health & Dental insurance
- Generous paid time off including vacation, sick, personal, and 10 paid holidays
- 403 (b) retirement plan, and Board-approved % match
- Flexible Spending Account

## **ORGANIZATION DESCRIPTION**

Rhode Island Free Clinic ( [www.riFreeClinic.org](http://www.riFreeClinic.org) ) is a nationally recognized, award-winning free clinic in Providence that provides free comprehensive primary health care to uninsured, working poor, and low-income Rhode Island adults. It also serves as an educational site for trainees in health care fields.

Care is provided through a dynamic statewide network of volunteer medical professionals working with academic, medical, and community partners, leveraging robust health care resources with a vitality that is unmatched in Rhode Island and remarkable in the nation. In 2021, the Clinic mobilized over 500 volunteers and community partners to provide over 14,000 patient visits to vulnerable adults, and over 5,000 hours of training for students in health care fields.

## **TO APPLY:**

Please email RESUME and COVER LETTER to: [info@riFreeClinic.org](mailto:info@riFreeClinic.org)