



655 Broad Street
Providence, RI 02907
p 401.274.6347
f 401.274.6562
www.riFreeClinic.org

POSITION DESCRIPTION

TITLE: Per Diem Clinic Nurse
REPORTS TO: Deputy Director
SALARY: \$42 an hour, Non-exempt, Per Diem
DATE: May 2025

Clinic Nurse: Reporting to the Deputy Director and working closely with the Volunteer Medical & Associate Medical Directors, the Per Diem Clinic Nurse supports our model of high-quality, community-based healthcare services for uninsured, low-income adults. This Nurse provides clinical care and contributes to volunteer support and patient education, with the flexibility to work on an as-needed basis to meet Clinic staffing needs.

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 and pre-planning to prepare for upcoming visits.
- Provide clinical supervision to medical assistants.
- Support monthly clinical walkthroughs, daily logs for state programs.
- Coordinate 911 calls from the Clinic and related emergency procedures.
- Retrieve lab results and provide appropriate follow-up.
- Consult with Medical Director and Clinic providers for patient care 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 via eCW.
- Refer and coordinate patient appointments with health partners and volunteers as appropriate.
- Comply with clinical quality checks and policies on a regular.
- 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 Clinical Operations Supervisor on all clinical and operational issues.
- Support volunteers and promote effective day-to-day communications to ensure a smooth operating clinic.



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- Comply with state and federal regulations regarding patient care, volunteers and physical plant.
- Open/close Clinic as needed.
- Pharmacy Program Duties as assigned. This may include medication delivery, management and storage of prescriptions, and dispensing of medications by following strict program-specific protocols.
- Other duties as assigned.

QUALIFICATIONS

Required:

- Bilingual in Spanish/English
- AD or BS required, with unrestricted RN license to practice in RI; Minimum two (2) 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.
- Must have strong and effective verbal and written communication skills.
- Basic computer skills and willingness to learn.
- Must be attentive to detail, cooperative, punctual, dependable, and be receptive to new ideas.
- Organized and able to manage competing priorities.
- Resourcefulness in problem solving and good judgment.
- Ability to maintain confidentiality and adhere to HIPAA regulations.
- Treat all volunteers and colleagues with dignity and respect.

Schedule:

This is a **per diem** position. Shifts are available Monday – Friday, during the following Clinic hours:

- Monday: 8am – 5pm (4th Monday: 8am – 8pm)
- Tuesday: 8am – 8pm
- Wednesday: 8am – 5pm (2nd Wednesday: 8am – 8pm)
- Thursday: 8am – 8pm
- Friday: 8am – 12pm

ORGANIZATION

Rhode Island Free Clinic (www.riFreeClinic.org) is a nationally recognized, award-winning free clinic in Providence, Rhode Island, that provides free comprehensive primary medical, dental, vision and behavioral health care to uninsured, working poor, and low-income Rhode Island adults. It also serves as an educational training site for aspiring health care professional.



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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 2024, the Clinic mobilized over 450 volunteers and community partners to provide over 6,500 patient visits to vulnerable, medically uninsured adults.

TO APPLY:

Please email RESUME and COVER LETTER to: info@riFreeClinic.org with the subject line: Per Diem Clinic Nurse.

Rhode Island Free Clinic EEO Statement:

The Rhode Island Free Clinic provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.