



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

POSITION DESCRIPTION

TITLE: Clinic Nurse
REPORTS TO: Clinical Operations Manager
SALARY: \$30 - \$42 per hour, commensurate with licensure, experience, and qualifications
SCHEDULE: Non-exempt, 24 hours a week
DATE: August 2026

Clinic Nurse: Reporting to the Clinical Operations Manager and working closely with the Medical Director and Associate Medical Director, the Part-time Clinic Nurse serves as a key partner in advancing the Clinic's model of high-quality, community-based healthcare for uninsured, low-income adults. The Clinic Nurse provides direct patient care, coordinates clinical services, and helps build volunteer capacity to meet the growing demand for primary care, specialty care, wellness, and preventive services.

RESPONSIBILITIES

- Ensure patients receive appropriate level of service that is coordinated and culturally appropriate.
- Perform on-site nursing visits, including blood pressure checks, dressing changes, injection procedures, and other services requested by volunteer providers. Conduct individualized patient education appointments for conditions such as diabetes, prediabetes, hypertension, and other chronic health concerns, with a focus on nutrition, exercise, medication adherence, weight management, health literacy, disease prevention, and self-management strategies to improve patient outcomes.
- Perform daily preview of records and weekly pre-planning to prepare for upcoming visits.
- Provide clinical supervision and guidance to medical assistants in accordance with the nurse's licensure and scope of practice.
- 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 Manager and evening PT nurse, on all clinical and operational issues.
- Facilitate diabetes education program.
- Support provider and other clinic 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.
- Support the on-site medication program, including medication education and adherence support
- Other duties as assigned.

QUALIFICATIONS

Required:

- Bilingual in Spanish/English
- Current, unrestricted Licensed Practical Nurse or Registered Nurse license to practice in Rhode Island.
- Graduate of an accredited practical nursing or registered nursing program.
- Minimum of two years of relevant nursing 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 – 26 hours a week (PT):

- Monday – Thursday: 9:00 am – 3:30 pm

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.

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 2025, the Clinic mobilized nearly 450 volunteers and community partners to provide over 6,400 patient visits to vulnerable, medically uninsured adults.

TO APPLY:

Please email RESUME and COVER LETTER to: info@riFreeClinic.org with the subject line: RIFC Clinical Nurse.



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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.