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## Ilanka Community Health Center Nursing Supervisor

**Team:** ICHC Administration  
**Reports to:** Medical Director  
**FLSA Status:** Non-Exempt from Overtime  
**Supervises:** Nursing Staff

**Salary Range:** DOE  
**Schedule:** Regular, Full Time  
**Last revised:** May 2024

This position oversees the nursing staff at Ilanka Community Health Center (ICHC), a Tribally owned Federally Qualified Health Center and Patient-Centered Medical Home. Duties include, but are not limited to, supervising nursing staff, providing clinical services, participating in QI/QA, and Risk Management, as well as providing exceptional leadership, team-building, initiative, and problem-solving skills.

### RESPONSIBILITIES / DUTIES:

- Directs and supervises RN's and supervises CCMA and MAs in conjunction with Medical Director or designated Physician.
- Ensures appropriate nursing staff to meet patient and clinic operational needs.
- Assists with patient care as needed including Case Management.
- Identifies and monitors key performance metrics and productivity benchmarks for areas of responsibility, responding to variances and reporting to Administration within established timelines.
- Identifies and performs routine audits for quality assurance and risk management.
- Oversees Employee Health, Infection Control, and Clinical Equipment management, designating duties to direct reports as needed.
- Participates in Policy and Procedure Committee, developing relevant policies and procedures.
- Participates in Risk Management and Quality Assurance-Quality Improvement programs.
- Participates in Emergency Preparedness activities.
- Identifies and implements opportunities to increase staff competencies.
- Maintain a high level of confidentiality in accordance with HIPAA and HITECH regulations, which includes only accessing appropriate information needed to perform job duties.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events.
- Follows all organizational policies and procedures.
- Participates in credentialing and privileging processes in a timely manner.
- Other duties as assigned.

### KNOWLEDGE AND ABILITIES

- Ability to prioritize and exercise sound, independent judgment, showing initiative, attention to detail, and providing flexibility to maintain operations and achieve goals.
- Demonstrates leadership and supervisory competencies to include effective team communication, goal setting, team building, coaching and leading change.
- Skill in evaluating existing workflows and creating improvements to streamline clinic operations.



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- Excellent oral and written communication skills.
- Knowledge of Federally Qualified Community Health Center program requirements.
- Knowledge of Patient Centered Medical Home requirements.
- Supports and facilitates positive interaction with others as evidenced by professional maturity, respect for others and a team-centered approach.
- Must be able to pass a background check, which includes fingerprinting.
- Proficient in Microsoft Office applications.

**EDUCATION AND EXPERIENCE**

- Bachelor's degree or higher in healthcare related field preferred.
- Minimum five years supervisory experience in a clinical setting.
- Experience with healthcare information systems, such as electronic health record.

**LICENSES AND CERTIFICATIONS**

- Current Alaska Registered Nurse license
- BLS or CPR Pro Certification required, ACLS and PALS recommended.
- Current Alaska Drivers' License recommended.

**WORK ENVIRONMENT**

- Majority of work will be completed in an office setting located within a medical primary care clinic.
- Provides backup to clinical staff, assisting in medical procedures or patient care.
- Regularly manipulate electronic data to gather, input and otherwise coordinate work.
- Regularly bend and/or crouch for long periods of time to perform patient medical services.
- Typically lifts 15 pounds to coordinate work, occasionally assisting in lifting patients more than 100 pounds.
- Regularly use sight, smell, touch, and high level of cognitive function to interpret information, perform job duties, make decisions, and complete tasks.
- Category I: Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

**DISCLAIMER**

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

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Employee Signature

Date