

JOB DESCRIPTION

POSITION TITLE:	COVID-19 Nurse
LOCATION:	HOPE Clinic
REPORTS TO:	Director of Clinical Services and Quality Improvement
EDUCATION:	Graduation from an accredited nursing school and a current, active license or registration (RN) in Texas
WORK EXPERIENCE:	One year of RN experience Supervisory and management experience preferred
SALARY RANGE:	DOE
FLSA STATUS:	Exempt
POSITION TYPE:	Full-Time
LANGUAGE:	Fluent in English; Bilingual in English and Spanish, Arabic, Burmese, Chinese or other languages is required

HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including but not limited to disability, race, creed, color, age, sex, religion, political or other opinion, national or social origin, etc.

JOB SUMMARY:

The COVID-19 Nurse will work within our clinical service function. Provide ongoing support to our clinical operations during the COVID-19 pandemic. Under broad supervision, provides professional nursing care in accordance with nurse protocols, policies and/or procedures. Serve as nurse to oversee infection control, patient process and flow, and point of dispensing operations.

MAJOR DUTIES & RESPONSIBILITIES:

- Provide nursing services to individuals, performing collection of specimens, processing COVID tests and patient education;
- Administer COVID-19 Vaccine at HOPE Clinic location or at community events while complying with all applicable federal, state, and local laws/regulations;
- Utilize and train others in the booking, confirmation and vaccine administration software systems;
- Collaborate with medical team;
- Monitor participants during the vaccination process and manage adverse reactions if necessary;
- Perform COVID-19 testing at HOPE Clinic location or at community events;
- Provide excellent customer service while putting participants at ease;
- Be prepared to handle minor emergencies related to allergies, anaphylaxis, and respiratory difficulty;

- May oversee other medical assistants and staff;
- Receive and manage all clinic supplies including vaccine and transport to and from site;
- Perform clinic set up and cleanup for vaccination events;
- Administrative and clerical duties as necessary;
- Return participant PHI and post clinic documentation in a prompt and timely manner;
- Return unused clinic supplies in a prompt and timely manner;
- Attend on-site/off-site community engagement activities, clinic events, and/or training as needed;
- Report vaccine, testing, participant and other program statistics as required daily and weekly;
- Maintain staffing schedule and operational lists as needed to perform safe and effective vaccine or testing operations;
- Perform other duties as assigned to support HOPE Clinic's Mission, Vision and Values.

QUALIFICATION REQUIREMENTS:

- Graduation from an accredited nursing school and a current, active license or registration (RN) in Texas
- CPR/BLS/ALS certification
- Ability to work evenings and Saturdays
- Experience managing multidisciplinary clinical team
- Experienced with vaccine administration and vaccine storage and handling

EDUCATION and/or EXPERIENCE:

- One year of RN experience - supervisory and management experience preferred;
- Experience managing multidisciplinary clinical team preferred;
- Experience with vaccine administration and vaccine storage and handling preferred;
- Knowledge of nursing functions, basic anatomy and physiology, and diagnostic procedures;
- Ability to demonstrate and perform generic and unit-based/critical competencies.

TRAVEL REQUIREMENTS:

- Ability to travel to satellite sites and/or off-site locations for events or training as needed;
- Proof of liability and property damage insurance on vehicle used is required.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures, or governmental regulations. Ability to write reports, health correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Bilingual (Vietnamese, Chinese, Arabic and/or Spanish with English) is preferred;
- Above average skills in language ability as well as public speaking and writing;
- Must have reliable transportation and a valid Texas Driver's license.

LEADERSHIP RESPONSIBILITIES:

May have supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training staff.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT:

Work tasks can be straightforward, routine, structured or are complex, non-routine, non-structured and guided by established policies and procedures. Independent clinical/administrative judgment is required outside of making basic choice in the selection and application of established methods. The job received frequent, ongoing supervision.

PROBLEM SOLVING:

Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

COMMUNICATION/INTERACTIONS:

Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with patients, own supervisor and coworkers in own and other departments.

IMPACT OF DECISIONS:

Follow rules and procedures. Decisions can have minimal or no impact to HOPE Clinic. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

PATIENT RELATIONSHIPS:

Follow through with patient inquiries, requests and complaints. Forward difficult and non-routine inquiries or requests to appropriate level for resolution.

AMERICANS WITH DISABILITIES SPECIFICATION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard reach.

- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting (up to twenty pounds) is required.
- Ability to uphold the stress of assisting patients of diverse backgrounds.
- Regular, predictable attendance is required.

WORKING/ENVIRONMENTAL CONDITIONS:

Work is normally performed in a typical health clinic work environment which may or may not subject the employee to hazardous or unpleasant elements, noise, crowds, confined/restricted but fire hazard approved desk spaces/rooms and varying temperatures at the clinic. There may be occasional off-site/outdoor assignments with exposure to heat/cold, wet/humid, dry/arid airs or temperatures.

HOPE Clinic is a smoke-free and drug-free workplace in compliance with federal guidelines.

Signature

Date

Full Name - Printed