



Position: Family Health Nurse

Baxter Community Center's Wholistic Health Center is looking for a Family Health Nurse to join our care team.

Summary

The Family Health Nurse provides nursing care services to adults and children in a primary care setting. The qualified candidate is a registered health care professional who works under the general supervision of the Wholistic Health Center Director but has latitude for making decisions of a professional nature. The Family Health Nurse works in accordance with the philosophy and objectives of the Baxter Wholistic Health Center. Working within a Christ-centered health model, qualified candidates will strive to provide compassionate care to patients, working with a staff that is dedicated to the community, its health and well-being. A unified team approach to patient care is essential to the office culture at Baxter.

Employment Status: Full time; Starting at \$62,000

Job Functions:

- Provides nursing services and follow up for adults and children
- Complies with appropriate regulations, including HIPAA, CLIA, and OSHA
- Assists with oversight and direction of clinical support staff, students and volunteers
- Is responsible for the VFC (vaccines for children) program, which includes giving immunizations, recording immunizations in the MCIR and EHR, maintaining vaccine inventory, ordering vaccines, recording refrigerator temperatures for VFC immunizations, and following all the protocols of the VFC program
- Acts as a liaison between patients and physicians
- Acts as a resource for patients, staff, volunteers and providers
- Performs telephone triage
- Appropriately documents patient interactions
- Facilitates appropriate referrals, follow-up and patient education according to the Providers' orders
- Performs patient flow functions as appropriate
- Assists with and/or performs specified procedures
- Assists patients in application for various assistance programs for medications, testing and specialty referrals
- Performs/implements nursing protocols as applicable
- Remains current with regulatory licensing and continuing education requirements

Essential Competencies Required:

- Excellent verbal and written communication skills
- Honest, Confidential, Loyal and Trustworthy and professional in conduct
- Commitment to Mission of Baxter Community Center

Knowledge, Skills & Abilities:

- Ability to critically assess situations to solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to communicate effectively and professionally, orally and in writing
- Team player. Ability to work in cooperation and with flexibility with a variety of individuals including the Medical Director, Administrative staff and Executive leadership
- Organizational and multitasking abilities; excellent attention to detail

Minimum Required Education and Experience:

- Graduate of accredited nurse training program (RN or LPN)
- Current nursing licensure or Bachelor of Nursing Degree in the State of Michigan; CPR certification; documented negative TB status; documented Hepatitis B immunization

Additional Requirements:

- Ability to handle patient and organizational information in a confidential manner
- Ability to demonstrate competency with a standard desktop and Windows-based computer system, including a basic understanding of e-mail, Internet, and computer navigation
- Ability to use other software as required to perform the essential functions of the job
- Ability to perform continuously detailed tasks with frequent interruptions and work prioritization
- Requires a high degree of independent judgment, confidentiality, discretion and knowledge

Desirable Qualifications and Characteristics:

- Prior experience in family practice office or similar setting
- Bilingual fluency in Spanish (or other locally common foreign language) helpful, but not required

To apply, send resume and cover letter
to chawntele@baxtercommunitycenter.org.