



## Grace Clinic Delaware

YOUR NEIGHBORHOOD FREE MEDICAL MINISTRY

### Nurse Coordinator | Job Description

Hours: 10-15 hours per week

Requirements: Current LPN or RN license. Will also consider MA with 2-5 years experience in healthcare setting

**Basic Function:** The Nurse Coordinator reports to the Director of Nursing averages 15 hours per week. The NC supports the DON with clinical operations and case management of Grace Clinic Delaware patients. The NC independently runs 1-2 clinics per week, is efficient with EMR, and maintains positive relationships with licensed volunteer staff. The Nurse Coordinator collaborates with staff and volunteers to help the organization meet its mission to share the Good News of Jesus and help patients experience God's love through the gift of free medical care.

#### **Clinic Duties:**

- Provides staffing for medical clinics in rotation with Director of Nursing
- Leads flow during clinic and collaborates with DON to improve efficiency
- Responsible for setup and clean-up of equipment before and after clinic
- Efficiently uses EMR and trains new medical staff & volunteers (providers, nurses, specialists) on EMR use

#### **Admin Duties:**

- Checks voicemail on assigned day and returns/routes call to appropriate staff member
- Performs case management/follow up calls after clinic visits
- Attends monthly staff meetings
- Attends community meetings as needed

To apply, send resume and cover letter to [info@graceclinicweb.org](mailto:info@graceclinicweb.org)

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