

RN Coordinator

Position Summary

The RN Coordinator is responsible for organizing and overseeing the administrative aspects of health clinic. This position also provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. This position will assume authority for administrative and clinical decisions in the absence of the director. This position requires a dynamic professional clinician focused on population management with demonstrated capability to provide relationship-based care within a collaborative multidisciplinary team. This registered nurse utilizes advanced critical thinking to manage the daily operations of the medical clinic.

Position Responsibilities

- Responsible for completing all responsibilities and functions regarding employee health.
- Prepare and complete quarterly physical assessments.
- Manage the daily operations of the medical clinic (order supplies, daily functions of clinic, etc.)
- Schedule individuals for clinical appointments.
- Assist with maintaining office files, confidential records, admission, and nursing oversight (monitor nursing staff monthly appointment reports and adjust the schedule as needed).
- Complete laboratory requisition and ensure the labs are collected per the order.
- Follow up on abnormal clinical data.
- Assist DON with PDR records, data, and scheduling, as needed.
- Continual communication required between the medical director and nursing team to ensure all issues are addressed in a timely manner and all clinical concerns are resolved.
- Follow up on hospital admissions and oversee discharge orders.
- Ensure the agency and health clinic remains in compliance with OSHA standards
- Institute preventative healthcare practices for the individuals and employees.
- Displays evidence of continued education relevant to clinical practice requirements.
- Exemplify the desired culture and philosophies of the organization
- Maintain professionalism while interacting with others throughout the agency (coworkers, sub-coordinates, supervisors, and senior team members)
- Answer telephones, direct calls as appropriate, and respond to inquiries in a timely manner.
- Required to have on-call responsibilities.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Essential Skills and Experience

- Current SC RN License and at least 2-3 years' experience in a clinical environment.
- Must be at least 21 years of age with a minimum of at least three years previous related experience or equivalent education and / or experience in a human service or nursing working environment
- Ability to maintain a high level of accuracy and confidentiality concerning employee files/records and HIPPA guidelines.
- Excellent interpersonal skills
- Effective written, listening, and verbal communication skills
- Excellent computer skills with exceptional Excel knowledge
- Time management skills and organizational skills
- Analytical and problem solving skills

Beneficial Skills and Experience

- Proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, computer skills, human relation skills, team working skills, and organizational skills
- Ability to work flexible shift hours based on needs of the department, including weekends.

- Proficiency in implementing and monitoring systems, providing problem solving skills, and demonstrating familiarity with state guidelines, policies, and regulations.
- Knowledge of standard office equipment (personal computer, telephone, fax machine, copier, filing systems, etc.)

Benefits

- Medical, Vision and Dental Insurance
- South Carolina retirement plan
- Annual, Sick and Holiday pay

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