

Job Title	Registered Nurse (RN)/Patient Care Manager
Annual Salary	Commensurate with qualifications and experience. Full benefit package included.
Reports To	Chief Medical Officer, Chief Executive Officer
Travel Requirements	None
Type of Position	Regular Full-Time
Overview	This position is responsible for providing direct and indirect professional nursing care for clinic patients following established standards and practices. Assists nurse practitioners (NPs) and other care team members in coordinating patient care. Functions as primary liaison between patients and NPs, using top of license skills. Implicit in the spirit of this job description is an expectation that the RN will work in a highly professional and collaborative manner with medical colleagues and all other staff members in caring for the Center's patients.
Qualifications	<ul style="list-style-type: none"> • Active RN license in the Commonwealth of Massachusetts • Minimum of two years of nursing experience required • Current BLS certification • Familiarity with integrated behavioral health model preferred • Bachelor's degree in Nursing preferred • Case Management certification preferred • Fluency in Brazilian Portuguese is desirable • Must be a team oriented individual with strong written and verbal communication skills.
Essential Functions	
<ul style="list-style-type: none"> • Participates in Patient Centered Medical Home Care Team collaboration. • Provides general nursing care to patients, including administering prescribed medications, vaccinations, and treatments in accordance with nursing standards. • Prepares equipment and aids nurse practitioners during treatment, examination, and testing of patients. • Dispenses medication as directed. Observes, records and reports patient's condition and reaction to drugs and treatments to nurse practitioners • Educates patient/family regarding diagnostic procedures, medications, nutrition and maintenance of health and wellness. • Ensures appointment preferences are given to patients in emergency situations. • Instructs patients in collection of samples and tests. Posts tests and examination results. • Maintains/reviews patient records, charts and other pertinent information. • Responds to incoming patient treatment-related phone calls. Instructs patients and family regarding medications and treatment instructions. • Maintains patient confidentiality • Participates in the vaccine management program • Conduct independent Nursing Visits as appropriate per Health Center guidelines • Performs Care Coordination in accordance with PCMH guidelines • Performs care management tasks, including but not limited to: <ul style="list-style-type: none"> • Patient case/care plan assessment • Provide patient education for complex needs • Population management • Identifying and working with community/regional/other resources to promote optimal patient care • Participate in community health grant-funded projects and programs as appropriate • Attends clinical and staff meetings • Participates in Quality Improvement Initiatives, process improvements, and other duties as requested by Management. • Work Environment Requirements 	

- Physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to meet travel requirements using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- Employee must be able to exert up to 50 lbs of force occasionally and to lift 25 lbs.
- Work may be stressful at times due to work load, interruptions, emergency situations and patient need.
- Work may be performed in a combination of office, clinic, and telehealth with regular evening and weekend work.
- Employee may have exposure to communicable diseases, medicinal preparations, and other conditions common to a clinic environment.