



Ambulatory Medical Centers
Skilled Nursing Home Care
Preferred Care Plan

Praise Concourse Plaza
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Montego Bay, St. James
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JOB DESCRIPTION

JOB TITLE: Registered Nurse (RN)

REPORTS: Healthcare Administrator / Medical Director

LOCATION: Montego Bay

The staff nurse is responsible for leading the frontline nursing care and deliver excellent patient care. The (RN) will be responsible for coordinating an environment of patient-focused care, defining standards for quality patient care, managing and developing work-based teams for assigned shifts, internal and external nursing delegation/oversight, training new staff and providing excellent leadership to the Medical Assistants team. The (RN) will report to the Healthcare Administrator and in collaboration with the Medical Director to assist in administrative and clinical supervision of medical affairs.

MAJOR JOB DUTIES AND TASKS:

- Ensure continual delivery of high-quality nursing care throughout the organization.
- Adopt and implement innovative nursing practices to improve hospital and clinics.
- Develop and implement policies and procedures to guarantee efficient and effective delivery of health services throughout the organization
- Recruit, select and guide the junior clinical staff.
- Ensure that CMA and LPN staff remains in compliance with professional development and regulatory standards.
- Approve or monitor expenditures, clinical supply purchases and other actions to ensure compliance with budget guidelines.
- identify and resolve issues affecting the delivery of patient care services and client care services for the medical centers, and Hubs.



Required Qualifications

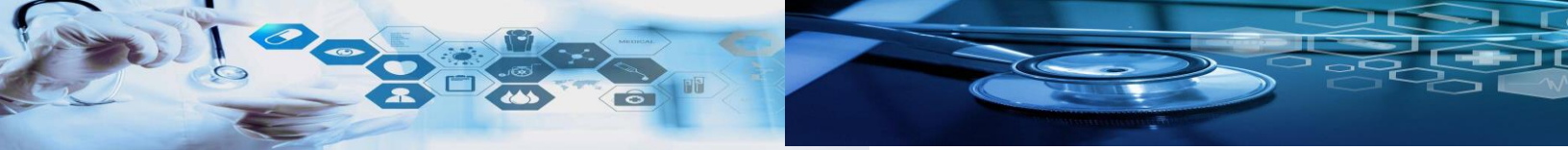
- ✓ Bachelors of Science in Nursing Preferred from a certified institution.
- ✓ Minimum of 3-year related work experience in a healthcare setting managing people required.
- ✓ CPR and first aid certification required;

Preferred Qualifications

- ✓ Demonstrates effective verbal and written communication skills.
- ✓ Excellent interpersonal, good listening, attention to detail skills.
- ✓ Ability to work independently and as a team.
- ✓ Demonstrates initiative, problem solving ability, adaptability and flexibility
- ✓ Ability to work efficiently under time constrain
- ✓ Strong leadership skills and the ability to work collaboratively with a large team.
- ✓ Must be able to handle multiple assignments simultaneously.

Minimum Skills:

- Experience with EHR Systems, MS Word, Excel, MS outlook. Skills:
- Able to speak/write English clearly and make self-understood.
- Good verbal and written communication skills.
- Correct grammar, spelling skills, and legible writing.
- Skills in answering the telephone in a pleasant and helpful manner and using a multi-line phone system.
- Able to read, understand, and follow oral and written instructions.
- Demonstrate compassion and caring in dealing with others.
- Tactfulness/soft spoken.
- Demonstrate willing to adapt to change.
- Be able to prioritize workload while remaining flexible.
- Confident positive manner and appearance.
- A medical mindset to understand the theories, reasons, and technical aspects of medicine.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Ability to maintain records



- Knowledge in the fields of medicine, anatomy and physiology

Skills: Language

- ✓ Bilingual-English/Spanish

Competencies

- Problem Solving - Identifies and resolves problems time efficiently; Gathers and analyzes information; Develops solutions; Uses reason.
- Oral Communication - Speaks clearly and persuasively; Listens and gets clarification when necessary; Responds informatively to questions; Demonstrates presentation skills; Participates in meetings.
- Written Communication - Writes clearly and concisely; Edits work; Presents data effectively; Able to read and interpret written information.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to handle frequent change, delays, or unexpected events.
- Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Able to build morale and group commitments to goals and objectives.
- Professionalism - Approaches others in a polite and tactful manner; Maintains composure and reacts well under pressure; Treats others with respect and consideration; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Must work well with constant interruptions, must have effective organizational, problem solving, and time management skills,
- Ability to learn and comprehend information from Procedures Manuals and other materials, people skills to handle different personalities and situations, a medical mindset to understand the theories, reasons, and technical aspects of medicine
- Exceptional customer service and phone etiquette, ability to maintain effective and organized systems to ensure timely patient flow,
- Ability to perform phlebotomy and administer injections, understanding the implications of new information for both current



- and future problem-solving and decision-making,

Physical Demands

- Occasionally required to sit.
- Occasionally required to walk.
- Occasionally required to use hands to finger, handle, or feel.
- Occasionally required to reach with hands and arms.
- Occasionally required to lift moderate weights (25-50 pounds).
- Finger dexterity required.
- Hand coordination required.
- Specific vision abilities required for this job include close vision, distance vision, ability to adjust or focus.
- 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 job functions.

Work Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- While performing the duties of this job, the MA will be required to drive to community outreach sites, and will be required to drive to IntelMed Sites as needed. The employee must occasionally lift and/or move up to 25 pounds.