



POSITION DESCRIPTION

GENERAL ACCOUNTABILITY

The Nurse (Retired) position will be responsible for recording medical data and results into the required system and for presenting this information in a respectful and conversational manner to families and patients.

SPECIFIC ACCOUNTABILITIES

- Recording patients' medical histories and symptoms.
- Maintains confidentiality of all patient records.
- Advise patients regarding prescriptions and treatments prescribed by physician.
- Monitoring and operating medical equipment.
- Administering medicine and other treatments.
- Consulting with healthcare professionals and families.
- Training patients and their families to manage and prevent illness and injury.
- Refers patients to specialists, if necessary, and analyzes medical records and reports.
- Conduct research.

OTHER DUTIES

Generally, the Nurse is expected to make decisions and provide solutions to problems within authority delegated by management. Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may be added or changed at any time with or without notice.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

Qualifications:

- Associate's degree from an accredited nursing program
- Must be current with certifications

- Two or more years of clinical experience providing care as a nurse
- Bilingual (English/Spanish) ability preferred

Knowledge:

- knowledge and experience working with diabetic patients.
- Knowledge of diabetes prevention.
- Knowledge of computer-based data management programs and information systems, as well as medical records and point-of-interview technology.
- Must be a highly motivated.

Skills:

- Skilled in performing work on one or more assignments simultaneously.
- Exceptional organizational and time management skills.
- Effective logic, reasoning, and critical thinking skills.
- Active listening skills.
- Strong presentation and negotiation skills.
- Strong problem-solving skills.
- Keen attention to detail.
- Good coordination skills and the ability to adjust one's actions in relation to others' actions.
- Excellent interpersonal interactions when dealing with patients, doctors, and staff.
- Excellent Customer Service skills.
- Excellent communications skills, both writing and orally, to individuals and groups.

Abilities:

- Ability to multitask.
- Ability to maintain a stellar bedside manner.
- Ability to project a pleasant and professional image.
- Ability to prioritize and manage time effectively.
- Ability to work independently and collaboratively.
- Ability to work under pressure and manage strict deadlines.
- Ability to be creatively resourceful.
- Good decision making and judgment capabilities.
- Ability to remain composed under stressful and emotional situations.

WORK ENVIRONMENT AND WORKING CONDITIONS

The typical functions are carried out in a normal medical office environment. The position includes walking and standing for long periods of time and lifting or carrying up to 50 pounds. There is also some additional daily lifting required i.e.: files, filing boxes, trays, computer reports etc. Work environment is fast-paced and requires the ability to work under pressure. Work areas

are enclosed air-conditioned office. Requires the ability to sometimes work with some interruptions.