**Bilingual Clinic Nurse, LVN**
Metrocrest Community Clinic - Dallas, TX

|  |
| --- |
| Metrocrest Community Clinic is seeking an energetic Licensed Vocational Nurse to serve as Clinical Nurse for the delivery of high quality primary health care to uninsured and under insured adults. The Clinic, founded 21 years ago, is a 501c3 charitable organization located in Northwest Dallas County. The Clinical Nurse coordinates the daily medical services of the clinic. He/she will implement policies and procedures that ensure that best medical practices and organizational policies adopted by the board are followed by both the paid and volunteer staff. Primary responsibilities include:* Chart in the patient’s electronic medical record as appropriate and required, and ensure that the clinic’s use of electronic medical records are accurate, complete and meet the required standards for medical practice and funding requirements,
* Implement patient education, self-management and community programs to improve the health status of patients as required.
* Take phone and verbal orders from clinic physician; Take messages for the physician and call patients as required.
* Perform appropriate health care as directed by physician, such as administering medications and/or shots, performing EKGs, and implementing standing orders by clinic physician,
* Coordinate the volunteer staffing for specialty clinics
* Act as the primary contact person for patient referrals, including maintaining a database, documentation and tracking follow up.
* Work with the Medical Assistant to maintain inventory of equipment and supplies and order as needed,
* Orient and coordinate clinical volunteer staff as appropriate to further the mission of the clinic.
* Fill in for the Medical Assistant as necessary for adequate staffing taking vital signs, medicine history, weight, and following up on tests that are recommended by the clinic physician.
* Serve as an interpreter for Spanish patients with the clinic physician as needed.
* Work with staff and volunteers to coordinate processes that identify financial assistance for medications, including utilization of all methods to lower their pharmacy expenses.

Licensed Vocational Nurse with at least 1-3 years of work experience in a clinic, physician office, or related environment preferred. Must speak and write both English and Spanish language proficiently.Hours are generally 8:30 am – 5:00 pm, Monday – Friday. Occasionally hours will need to be flexible to accommodate an evening specialty clinic or a Saturday. Send cover letter, resume, and salary requirements to lrigby@metrocrestcommunityclinic.org. |