



ASIAN & PACIFIC ISLANDER WELLNESS CENTER

Nursing Manager – FTR022017

Agency Description

Asian & Pacific Islander Wellness Center was founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are based in San Francisco's Tenderloin neighborhood. The organization's mission is to transform lives by advancing health, wellness, and equality. We are committed to serving people of all races, ethnicities, sexual orientations, gender identities, & immigration statuses. We foster resilience, strength, connection, health & wellness for all communities. Our health services will always be grounded in social justice. We operate local, regional, statewide, and national programming, and collaborate with grassroots activists.

The agency's greatest assets – our Board of Directors, staff and volunteers – reflect the talents and diversity of the communities we serve; as a cornerstone of our cultural competency, our staff speak approximately 20 languages. **Our work is rooted in our core values – Client-Centeredness, Compassion, Justice, Leadership, Respect, Sex-Positivity, and Wellness** – which anchor our strategic thinking, our service delivery models, our community collaborations, and our organizational culture. In 2011, we opened the Wellness Clinic in the Tenderloin neighborhood in San Francisco to provide culturally competent, patient-centered primary care and sexual health services to the most marginalized populations. These services include free transgender health care, STD diagnosis and treatment, and HIV pre-exposure prophylaxis.

Position Description:

The Nursing Manager is responsible for assisting the Chief Medical Officer (CMO) in all aspects of their responsibilities. In addition, the Nursing Manager will oversee the Wellness Clinic support staff and volunteers and ensure that there is adequate clinical supervision.

Major Responsibilities:

- Oversees and manages nursing operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures
- Ensures that appropriate clinic staff and volunteers (providers, nursing and medical assistants) are present whenever medical services are offered
- Maintains nursing guidelines by writing and updating policies and procedures in compliance with regulatory standards. Communicates and interprets policies and procedures to clinic staff, and monitors staff practices and implementation
- Manages the quality assurance, quality improvement, and patient safety programs of the clinic
- Protects patients and employees by developing and interpreting infection-control policies and protocols, and by enforcing medication administration, storage procedures, and controlled substance regulations
- Manages the privileging of clinic support staff and provides onboarding and ongoing training

- Maintains the productivity of clinic support staff through coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results
- Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families
- Promotes patients' independence by establishing patient care goals; teaching and counseling patient, friends, and family and reinforcing their understanding of disease, medications, and self-care skills.
- Collaborates with other agency departments, external providers, consultants, community agencies, and institutions to improve the quality of services and to resolve identified problems
- Resolves patient needs by utilizing multidisciplinary team strategies
- Maintains a flexible schedule with ability to work nights and weekends
- Available to travel 10-20% time within the Bay Area with occasional national travel
- Other duties as assigned

Minimum Qualifications:

- Graduate of an accredited school of nursing with a Baccalaureate Degree
- Must possess and maintain a valid Registered Nurse license from the State of California
- Knowledgeable on the laws and regulations of operating a community clinic
- Effective communication and administrative skills
- Must possess a commitment to the belief that all people have the right to dignity, respect, opportunity and full community inclusion.
- Must have a philosophy that is consistent with the Mission, Vision, and Core Values of the organization.
- Basic knowledge and understanding of intellectual and developmental disabilities; ability to organize, plan and supervise a nursing department.
- Evidence of personal qualities which make for positive interpersonal relationships, strong commitment to team approach, evidence of sound judgement, capacity to grasp new theories and principles and integrate new learning into practice.

Preferred Qualifications:

- Experience in working with A&PI and LBGTIQQ populations.
- Fluency in English and an additional language (e.g., Tagalog, Thai, Laotian, Vietnamese, Spanish or Chinese)
- Two years of experience in a supervisory or administrative position in a community setting
- Clinical Nurse Leader (CNL) certification or Master's degree with equivalent experience

Location:

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15554281>

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)

Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records