

# EL CENTRO FAMILY HEALTH JOB POSTING

**DATE:** December 18, 2018  
**TITLE:** Nurse Manager  
**FTE:** Exempt Full Time  
**SITE:** East Region Clinics  
**SUPERVISOR:** Danyelle Romero-FNP, Nurse Director

## **RESPONSIBILITIES:**

Under the direction and supervision of the Nurse Director, the Nurse Manager assures and maintains the overall clinic operation in the successful delivery of quality patient care and functions as liaison between Nurse Director and Clinic Nursing Personnel, furthermore, provides skilled nursing services for patients of EL Centro Family Health within limitations and guidelines of the New Mexico State Nurse Practice Act.

## **Minimum Requirements:**

**Education:** Completion of an accredited course of study in registered nursing.

**Licensure:** Current Registered Nurse Licensure.

**Certification:** Cardiopulmonary Resuscitation (CPR)

**Experience:** Minimum of one-year experience in supervisory role in a clinical or hospital setting.

## **Knowledge, Skills and Abilities:**

- 1) Ability to perform duties and responsibilities with dignity, quality and confidentiality in all contacts with patients, staff and other health professionals.
- 2) Ability to recognize and differentiate emergent, urgent, and non-urgent signs and symptoms in patients both through physical assessment and telephone triage.
- 3) Travel may be required.
- 4) Ability to travel to work in any El Centro Clinic, as requested.
- 5) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 6) May be required to work a flex schedule to meet deadlines, and or attend Mandatory meetings and trainings.
- 7) Ability to apply leadership skills and techniques within a medical nursing setting.
- 8) Ability to read and follow instructions.
- 9) Ability to perform tasks with a high degree of attention to detail and manual dexterity.
- 10) Ability to perform all duties and responsibilities with dignity, quality, and calmness.
- 11) Ability to maintain confidentiality in all patient contact, staff, and health care professionals.
- 12) Ability to be flexible toward change, and to develop good cooperative working relationships with others.
- 13) Knowledge of general nursing procedures, protocols, and patient care.
- 14) Knowledge of computer and telephone skills and protocols.
- 15) Outpatient and primary medical knowledge regarding office operations and procedures.

Interested individuals must submit a Cover Letter, Resume and an updated Employment Application to Human Resources via e-mail at: [hr@ecfh.org](mailto:hr@ecfh.org) or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

**EOE/M/F/D/V/Drug-free Workplace**

**Deadline:** Open until filled