

**Clinical Services Manager**

32 hours per week. Benefit eligible for medical, dental, life, long term disability, PTO, sick time, retirement, and free parking.

Please send resume or request for application to [apply@csjstpaul.org](mailto:apply@csjstpaul.org)

POSITION SUMMARY:

The Clinical Services Manager at St. Mary’s Health Clinics (SMHC) oversees the clinic functions and patient care coordination at an assigned clinic site and is responsible for clinical supervision of SMHC’s nursing supervisors. This includes supporting clinic operations, policy review and revision, order and protocol revisions and serves in a leadership capacity for general clinic operations.

DUTIES & RESPONSIBILITIES:

* Care coordination for patients of assigned clinic sites.
* Supervision of nursing supervisors, including hiring, performance evaluations and delegated human resources functions in partnership with the executive director.
* Assist with scheduling clinic staffing needs and development of nursing volunteers.
* Develop effective working relationships with SMHC team, including problem solving or conflict resolution.
* Lead nursing education and committee work within SMHC including case reviews and quality improvement activities collaborating with the medical director and nursing supervisors.
* Function as registered nurse at clinic site on a periodic basis, occasional filling in for nursing supervisors.
* Adept at managing competing priorities, anticipating needs and planning.
* Participation in review and revision of policy and procedures
* Support and honor the mission and ministries of the Sisters of St. Joseph of Carondelet, St. Paul Province, participating in Province committees and activities as a representative of SMHC.
* Timely and consistent attendance, communicating changes or needs to appropriate personnel.
* Supervise nursing or health profession students when assigned.
* Oversee clinical quality improvement activities and initiatives related to clinical services.
* Apply evidence-based practice for patients served, based on current clinical standards.
* Professional behaviors, as outlined in the ANA *Standards of Professional Practice.*
* Partner with SMHC leaders for general operational management tasks.
* Maintain education required for licensure and certification if appropriate.
* Additional assigned tasks, projects to promote optimal organizational functioning.

QUALIFICATIONS / SKILLS / EXPERIENCE:

Bachelor’s degree in nursing. Minimum of three years work experience as a RN, preferably in an acute care setting. Previous RN experience supervising unlicensed personnel.

Valid MN RN license in good standing.

Valid driver’s license and reliable transportation to various clinic / outreach locations.

Fluency in written and oral Spanish.

Prefer Master’s degree.

Strong organizational and time management skills. Process solid knowledge related to public health needs and the unique needs of persons from diverse backgrounds, cultures, races and varied ethnic backgrounds.

Knowledge of patient rights, responsibilities, HIPAA guidelines and applicable state and federal regulations.