



Position Available: Registered Nurse
Department: International Community Health Center
Schedule: 1.0 FTE, Non-Exempt Position
Location: CLEVELAND, Ohio

SUMMARY

The International Community Health Center (ASIA-ICHC) seeks a highly motivated and bright individual who possesses a diversified set of skills for the **Registered Nurse** position. Under the direction of the Clinic Manager and Providers, this person will perform a wide variety of job duties while caring for and educating patients about their conditions, coordinate Refugee Health Screenings, as well as establishing trust and building rapport with patients and their families. Upholds quality standards and supports the mission of ASIA-ICHC.

DUTIES AND RESPONSIBILITIES

- Work with a variety of patients, from pediatric to geriatric;
- Observe and record patient behavior;
- Implement and document nursing care;
- Assist providers during examinations and procedures;
- Consult with physicians and other healthcare professionals;
- Establish treatment plans, operate medical equipment within the scope of practice for the RN;
- Supervise MAs if within assigned scope of practice;
- Perform diagnostic tests;
- Conduct patient education, establishing patient care goals and teaching patients and families to understand conditions, medications, and self-care skills;
- Work with the clinic's case management team in checking pending referrals in EPIC and ensuring follow up;
- Assist providers to communicate results to the patient via phone or letter.
- Coordinate Refugee Health Screenings_ check oversee medical records, ensure compliance with testing requirements, assist with any follow up appointments and enter results into the state portal

QUALIFICATIONS

- Associate degree or BSN and certified as a registered nurse;
- Familiar with standard concepts, practices, and procedures within a particular field;
- Relies on experience and judgment to plan and accomplish goals;
- Experience with health center/clinic and EHR/PMS is a plus (familiarity with EPIC is desired);
- Ability to communicate well with patients and staff is essential;
- Second language proficiency is preferred;

- Proficiency with Microsoft Office, including but not limited to Word and Excel;
- Knowledge of different cultures, respect for all cultures, and the ability to interact with diverse groups;
- Ability to handle multiple tasks with flexibility and attention to detail;
- Strong customer service skills (including in person, in writing and over the telephone);
- Must pass a criminal background check and have a valid Ohio State driver's license;
- Must be authorized to work in the U.S.

The position reports to the Clinical Providers and Director of Operations. We are seeking a candidate who has strong technical and soft skills, high energy, maturity and potential for leadership.

BENEFITS

ASIA, Inc. offers a competitive benefits package that includes: personal, vacation and holiday paid time off; health insurance stipend; dental/vision coverage, life, and long-term insurance; retirement contribution match; professional development opportunities; and other incentives. Part-time staff is eligible for a pro-rated benefits package based on FTE.

CONTACT

Please send a cover letter and resume to the Human Resources Manager (hrmanager@asiaohio.org). Visit www.asiaohio.org for more information. **No phone calls, please.**

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