

## ***Waukee Area Christian Free Clinic***

### **Position Description**

**Title:** Evening Nurse Manager

**Hours:** 4-5 hours per month

**Compensation:** Volunteer role

**Reports to:** Clinic Manager

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### **Responsibilities:**

- 1) Oversee nursing staff and be available to help physicians when needed
- 2) Orient new nursing volunteers when scheduled for the first time
- 3) Support patient needs during clinic hours, finish any follow-up with other agencies the following days – (lab, meds, referrals, misc.)
- 4) Complete all paperwork – obtain provider and health volunteer’s signatures on patient charts; complete report documents and send to office manager for electronic filing and permanent records
- 5) End of clinic – call if labs need to be picked up, secure all meds, lock clinic area and secure church at end of the shift
- 6) Keep the clinic cell phone for the week – check messages daily and return messages or relay to appropriate person

### **Qualifications:**

- 1) Licensed nurse
- 2) Available approximately 1 Monday a month