

# Heart, Love & Soul Inc.

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**Job Title:** Community Health Nurse

**Job Status:** Part Time, Salaried Exempt, 25 to 30 hours per week

**Pay:** \$30.31 per hour

**Supervisor:** Program Director

**Send Resumes to:** Pamela Dixon – p.dixon@heartloveandsoul.org

**Job Summary:** This position is responsible for working with guests to help them address their personal health care needs, to educate them and to connect them with various medical professionals as needed.

**Essential Duties:**

- Develop a positive and trusted relationship with guests.
- Coordinate and manage care for guests, including referrals, gaining access to health care services, scheduling medical appointments, and advocating for them.
- Assess the needs of guests and provide minimal direct care.
- Provide on-site support such as blood pressure monitoring, medication administration and minor wound care.
- Plan and coordinate vaccination clinics, foot clinics and other on-site health events/services.
- Educate about healthy lifestyles, illness, disease prevention, and managing chronic conditions.
- Assist with emergency care until paramedics arrive.

**Other Duties:**

- Maintain documentation of guest interactions in assigned data system.
- Work as part of a team with the Case Managers to provide comprehensive assistance to guests.
- Communicate pertinent information regarding guest needs to other staff members as appropriate.
- Maintain knowledge of support services available in the community.
- Honor guest confidentiality, HIPPA and other regulations as identified.
- Maintain an inventory of needed supplies.
- Attend and participate in regular staff and community meetings.

**Required Knowledge, Skills & Abilities**

- Effective verbal and written communication skills and ability to communicate to a diverse range of audiences.
- Highly organized with a strong ability to manage different priorities.
- Compassionate and empathetic nature.
- Open-minded and sensitive to different opinions.
- Computer literacy.
- Ability to educate on health issues.
- Other duties as requested by supervisor.

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### **Qualification Standards**

- Associate's degree required, with a preference of two or more years of experience working in a similar position, especially with vulnerable populations.
- Bachelor's degree preferred with a preference of one or more years of experience in a similar position, especially with vulnerable populations.
- Registered Nurse (RN) license required.
- Clean driver's license required.

### **Ergonomic Requirements**

Sitting, standing, stooping, bending, standard lifting (15 pounds), carrying, some repetitive movements. All the ergonomic requirements must be performed without significant risk of injury to oneself or others, or otherwise demonstrate or explain how one can perform essential functions listed above.