



## **MATTHEW 25 HEALTH AND DENTAL CLINIC**

### **Registered Nurse**

#### **COMPANY**

Our Mission: We are inspired by the Gospel to provide free primary healthcare services to uninsured, low-income residents in Northeast Indiana and Northwest Ohio.

Matthew 25 is the only full-time clinic in Allen County offering medical, dental, and prescription services at no cost to patients. Matthew 25 is a volunteer-driven health practice that has over 450 volunteers including physicians, dentists, nurses, front desk personnel, phone operators, hygienists, and patient assistance processors. There are 32 staff members.

Matthew 25 receives no governmental monies and depends entirely on gifts from individuals, churches, organizations, and corporations, as well as grants from foundations.

#### **JOB DESCRIPTION**

We have an immediate need for a Registered Nurse to provide professional healthcare services to underserved, uninsured adults (18+). This person will assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records.

#### **RESPONSIBILITIES**

- Administer nursing care to ill, injured, convalescent, or disabled patients.
- Consult and coordinate with healthcare team members to assess, plan, implement, and evaluate patient care plans.
- Monitor and report symptoms or changes in patients' conditions.
- Advise patients on health maintenance and disease prevention.
- Prepare patients for and assist with examinations, treatments, and procedures. Monitor patient response.
- Maintain accurate and detailed reports and patient records. Record medical history and vital signs in EMR software.
- Review and prepare charts prior to patients' doctor visit.
- Act as scribe for certain providers.
- Administer medication to patients and monitor for reactions or side effects.
- Educate patients, families and other groups on health maintenance and disease prevention.
- Complete in-house testing as directed.
- Direct and supervise Medical Assistants and volunteers to ensure protocols for testing, preparing patients for exams and records are properly executed.
- Take retinal pictures on diabetic patients at least annually and explain the importance of eye care to them.

- Prepare rooms and equipment, sterilize instruments, restock supplies making sure that exam rooms and workstations are disinfected, clean, and organized.
- Refer patients to specialized health resources or community agencies for additional assistance.
- Obtain medical records from hospitals and other doctors' offices for continuity of care.
- Answer patient phone calls and triage patient needs.
- Collaborate effectively with team members comprised of health providers from various specializations, staff, volunteers and medical students.

## **REQUIREMENTS**

- Graduate of an accredited program with a degree in Nursing
- Current License issued by the Indiana State Board of Nursing
- CPR Certification
- Be available to work occasional evenings
- Be able to stand for long periods of time
- Carry and lift equipment and supplies up to 30 pounds
- Proven nursing experience preferably in a clinic setting
- In-depth knowledge of medical terminology, equipment, and health care laws
- Strong organizational skills
- Good bedside manner
- Excellent attention to detail
- Team player
- Flexible

## **PREFERRED**

- Experience with EPIC electronic medical records
- Experience working on a multi-disciplinary team
- Bilingual

## **BENEFITS**

- Full-time is considered 40 hours
- No Weekends
- 9 paid holidays off
- PTO time accrued monthly
- Health insurance offered
- Free dental care provided
- 403(b) Qualified Retirement Plan offered
- Office closed Christmas Eve through New Year's Day

**REPORTS TO:** Medical Clinic Coordinator

**FSLA STATUS:** Non-Exempt