



MATTHEW 25 HEALTH AND DENTAL CLINIC

Phone Nurse/Flex Position

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 RN or LPN to provide professional healthcare services to underserved, uninsured adults (18+). This person will assess patient health problems and needs and answer and return phone calls.

RESPONSIBILITIES

- Answer and return phone calls providing results and education on disease processes, procedures and treatment.
- Act as triage nurse assessing walk-ins and who needs to be seen.
- 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.
- Pull off faxes and follow up to providers.
- Assist in rooming and dismissal as needed.

- 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 RN or LPN degree
- Current License issued by the Indiana State Board
- CPR Certification
- Be available to work Monday – Friday 8:00am-12:00pm
- 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

- Part-time, 20 hours per week
- No Weekends
- 9 paid holidays off
- PTO time accrued
- Free dental care provided
- 403(b) Qualified Retirement Plan offered
- Office closed Christmas Eve through New Year's Day

FSLA STATUS: Non-Exempt