



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

POSITION DESCRIPTION: CLINICAL NURSE SUPERVISOR

Division:	Clinical Operations	Supervisor:	Director of Clinical Operations
Job Code:	CLN-030	Classification:	FT, Exempt
Wage Scale:	E-06 (\$64,080 to \$99,410/year)	Effective Date:	4/15/2024
Hours/week:	40 w/some nights & weekends	Last Revised:	NA

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain an active and valid driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

Reporting to the Director of Clinical Operations (DCO), the Clinical Nurse Supervisor (CNS) maintains oversight and administers the work of UICSL's nursing staff including registered nurses (RN), medical assistants (MA), and certified nursing assistants (CAN).

In this role, the CNS develops, coordinates, and assigns work schedules/activities for direct reports; implements systems for effective nursing practice oversight; and develops, monitors, and ensures competent nursing staff in accordance with UICSL policies, accreditation standards, and clinical best practices. In addition, an incumbent works collaboratively as an active member of UICSL's clinical primary care team to provide therapeutic patient and family centered care; systematically and continuously collects and assesses data related to patient health status to develop, execute, and evaluate policies, procedures, and plans of care; and utilizes evidence to drive clinical decisions and practice related to individual and population health. The CNS also works in collaboration with the Medical Director to establish goals and strategies for meeting patient/family care coordination needs; considers factors related to safety, effectiveness, and fiscal accountability in planning and delivering care; and participates in continuous quality improvement initiatives.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES



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- Provides day-to-day supervision and coaching for nursing staff including scheduling and timekeeping; training and development; competency maintenance and performance evaluations; policies and procedures; supply management; and other administrative elements.
- Provides direct patient care services as required to ensure clinical coverage and effective operations.
- Maintain a level of professional development through continuing education, quality improvement initiatives, and sharing of knowledge.
- Coordinate care delivery with other UICSL Divisions including behavioral and community health; volunteers; interns/students; and ancillary staff.
- Oversees Vaccine for Children (VFC) program including compliance, ordering and inventory management.
- Collaborate with the Medical Director and Director of Clinical Operations to monitor and implement employee professional development.
- Ensure staff functions within safety, infection control, emergency, and equipment guidelines.
- Facilitate and models effective interdisciplinary collaboration related to patient care and team operations.
- Investigate complaints and initiate corrective action within scope of authority.
- Utilize incident reports to assess and improve patient care, including counseling staff and addressing system issues as needed.
- Assist, resolve, or appropriately refer customer service issues.
- Actively participate in internal quality improvement efforts and work with team members proactively to drive quality improvement initiatives in accordance with the mission and strategic goals of the organization, federal and state laws and regulations, and accreditation standards, when assigned.
- Participates in the Infection Prevention, Control and Safety Committee (IPCSC) as assigned.
- Perform other duties as assigned and agreed to with the DCO or the Executive Director.



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MINIMUM QUALIFICATIONS

Education: <input type="checkbox"/>	Associate degree in nursing (AS)
Experience: <input type="checkbox"/>	Two (2) to three (3) years direct care nursing experience in an ambulatory setting
Certifications/Licensure: <input type="checkbox"/>	Active licensure as a registered nurse (RN) in the state of Utah
	CPR and First Aid Certification (able to obtain after employment)
Other: <input type="checkbox"/>	Must pass a mandatory criminal background check

PREFERRED QUALIFICATIONS

Education: <input type="checkbox"/>	Bachelor's degree in nursing (BSN).
Experience: <input type="checkbox"/>	Over three (3) years of direct care nursing experience and one (1) to two (2) years of supervisory nursing experience in an ambulatory setting
Certification/Licensure: <input type="checkbox"/>	CIC or a-IPC certification
Other: <input type="checkbox"/>	a) Experience working with an AI/AN population

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of electronic health record systems (eCW preferred)
<input type="checkbox"/>	Knowledge of clinical nursing skills including patient communication and monitoring; triage, assessments, and procedures; patient education; medication management, etc.
<input type="checkbox"/>	Knowledge of outpatient clinic best practices and continuous quality improvement programs.
<input type="checkbox"/>	Evidence of competency with common office software (e.g., Microsoft Word/Excel, internet programs)
<input type="checkbox"/>	Evidence of competent verbal and written communication skills appropriate to the position
<input type="checkbox"/>	Evidence of competency with organization, time management and prioritization behaviors
<input type="checkbox"/>	Evidence of competency with management and staff counseling
<input type="checkbox"/>	Demonstrates a positive attitude of service and a respect for American Indian/Alaska Native cultures
<input type="checkbox"/>	Demonstrates dependability, reliability, and a willingness to accept responsibility
<input type="checkbox"/>	Demonstrates capacity to learn and adapt to potentially rapidly changing situations
<input type="checkbox"/>	Demonstrates characteristics of interpersonal effectiveness and conflict resolution
<input type="checkbox"/>	Demonstrates capacities for being assertive with a balance of professionalism and emotional intelligence



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WORK ENVIRONMENT

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

PHYSICAL DEMANDS

While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

MENTAL DEMANDS

Workloads in this position require an awareness of technical details and the ability to problem solve programmatic issues as needed. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level of emotional balance. There are numerous applicable standards and deadlines associated with this position.

Disclaimer: *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*



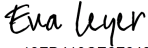

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Indian Preference Statement: *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.

When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statues mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).

REVIEWED BY HUMAN RESOURCES:	DocuSigned by:  3/26/2024 <small>19FD410CE6F6499...</small>	APPROVED BY EXECUTIVE DIRECTOR:	DocuSigned by:  3/26/2024 <small>CAA58DE93D1E472...</small>
PRESENTED TO BOARD OF DIRECTORS:	<i>Scheduled for April 15, 2024</i>		NEXT REVIEW DATE: May 2026



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EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided with the content of the **Clinical Nurse Supervisor** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodations required to perform these functions:

Employee Name (Print)

Employee Signature:

Date: