



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: REGISTERED NURSE (RN)

Division:	Clinical Operations	Supervisor:	Medical Director
Job Code:	CLN-012	Classification:	FT, Exempt
Wage Scale:	E-05 (\$62,411 to \$96,820)	Effective Date:	08/2026
Hours/week:	40	Revised Date:	08/2028

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 terms of the 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 a current insurable 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

The Registered Nurse (RN) is a key clinical position at the Urban Indian Center of Salt Lake (UICSL), responsible for providing advanced professional outpatient nursing care while leading care coordination and strengthening patient safety, infection prevention, immunization services, clinical quality, and continuity of care to support safe, efficient, and patient-centered healthcare.

Reporting to the Medical Director, the RN serves as the clinical nursing resource for providers and Medical Assistants, providing professional nursing care, clinical guidance, and mentorship while leading care coordination, supporting preventive health services, monitoring clinical follow-through, and strengthening clinical workflows that improve provider efficiency, patient outcomes, and accreditation readiness across the Clinical Department.

Through sound clinical judgment, evidence-based nursing practice, and culturally responsive care, the RN strengthens team-based care, improves patient outcomes, and advances UICSL's commitment to whole-person, patient-centered healthcare for American Indian and Alaska Native communities.



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ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Provides professional outpatient nursing care within the RN scope of practice, including assessment, triage, medication administration, immunizations, wound care, patient education, and other nursing interventions necessary to meet patient and clinic needs.
- Leads interdisciplinary care coordination before, during, and after patient encounters by supporting care planning, referrals, transitions of care, chronic disease management, preventive services, and resolution of clinical or social barriers affecting patient health.
- Ensures closed-loop clinical follow-through by tracking and coordinating outstanding laboratory and imaging results, referrals, medication needs, preventive-care gaps, transitions of care, and other unresolved clinical items until appropriate action or disposition is documented.
- Serves as the clinical nursing resource for providers and Medical Assistants by offering clinical guidance, mentorship, competency development, and timely support to promote safe, consistent, and evidence-based patient care.
- Supports effective clinical workflows by identifying and addressing clinical barriers, promoting efficient patient flow, assisting providers and clinical staff, and escalating administrative or operational concerns to the appropriate leader.
- Leads the Infection Prevention and Control Program and clinical patient-safety activities by establishing standards, monitoring compliance, reducing clinical risk, supporting corrective action, and promoting accreditation readiness.
- Leads immunization services and program compliance, including vaccine storage and handling, inventory management, documentation, reporting, staff competency, and adherence to applicable state, federal, and organizational requirements.
- Advances clinical quality improvement by identifying opportunities, reviewing clinical information and outcomes, recommending improvements, supporting implementation, and monitoring whether corrective actions are sustained.
- Maintains clinical readiness and documentation by ensuring accurate and timely health-record documentation and the appropriate availability, organization, and management of medications, vaccines, supplies, equipment, and other nursing resources.
- Demonstrates accountable professional nursing practice through sound clinical judgment, ethical decision-making, effective communication, cultural humility, regulatory compliance, and timely completion of assigned clinical responsibilities.
- Promotes whole-person, family-centered, and culturally responsive care while performing other related duties within the RN scope of practice, as assigned by the Medical Director or Director of Clinical Operations, in support of changing patient, program, and organizational needs.



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MINIMUM QUALIFICATIONS

Education: ☐	a) Associate Degree in Nursing (ADN) from an accredited nursing program.
Experience: ☐	a) Five (5) years of professional nursing experience providing direct patient care, preferably in an outpatient, ambulatory, primary care, community health, or integrated care setting.
Certifications/Licensure: ☐	a) Active and unrestricted licensure as a Registered Nurse (RN) in the State of Utah. b) Current Basic Life Support (BLS) certification or the ability to obtain within thirty (30) days of employment.
Other: ☐	a) Must pass a mandatory criminal background check. b) Valid driver's license and insurability through UICSL.

PREFERRED QUALIFICATIONS

Education: ☐	a) Bachelor's degree in nursing (BSN) from an accredited nursing program.
Experience: ☐	a) Four (4) or more years of professional nursing experience in an outpatient, ambulatory, primary care, community health, or integrated care setting. b) Experience coordinating clinical operations, care coordination, quality improvement, infection prevention, or accreditation activities.
Certification/Licensure: ☐	a) Advanced certification such as ACLS, PALS, or other recognized clinical certifications relevant to outpatient nursing.
Other ☐	a) Experience working with American Indian and Alaska Native communities or within a Tribal or Urban Indian healthcare setting.

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

☐	Knowledge of professional nursing practice and patient-centered care across outpatient, ambulatory, primary care, and community health settings.
☐	Knowledge of culturally responsive, trauma-informed care that honors the values, traditions, and healing practices of American Indian and Alaska Native communities.
☐	Knowledge of infection prevention and control, medication safety, immunization practices, and clinical documentation standards.
☐	Knowledge of quality improvement, patient safety, accreditation standards, and performance management principles.
☐	Skill in patient assessment, clinical decision-making, nursing interventions, and care coordination.
☐	Skill in effective communication, collaboration, critical thinking, and relationship building.
☐	Skill in electronic health record (EHR) documentation, data management, and quality improvement.
☐	Demonstrates empathy, professionalism, integrity, accountability, and respect.
☐	Demonstrates adaptability, dependability, initiative, and sound clinical judgment.
☐	Demonstrates cultural humility, ethical decision-making, continuous learning, and commitment to UICSL's mission and values.



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WORK ENVIRONMENT

The Registered Nurse (RN) works in outpatient clinic and community health settings, providing care to patients and collaborating with interdisciplinary teams. The position may require local travel between UICSL locations and community events, with occasional evening or weekend activities. The work environment is collaborative, culturally responsive, and committed to delivering patient-centered care for American Indian and Alaska Native communities.

PHYSICAL DEMANDS

This position requires frequent standing, walking, bending, reaching, and assisting patients during clinical care. Occasional lifting and carrying of supplies or equipment up to 25 pounds may be required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position in accordance with the Americans with Disabilities Act (ADA).

MENTAL DEMANDS

This position requires sound clinical judgment, critical thinking, effective communication, and the ability to manage multiple priorities in a fast-paced healthcare environment. The RN must demonstrate professionalism, cultural humility, emotional intelligence, and discretion while maintaining patient confidentiality and collaborating with interdisciplinary teams. The position requires adaptability, attention to detail, and a commitment to safe, high-quality patient care.

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.

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-

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AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes 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:	Eva Leyer, Human Resource	SIGNATURE:	Signed by: Matt Poss 8/10/2026
APPROVED BY:	Matt Poss, Executive Director	SIGNATURE:	3340E8F87688455... Matt Poss 8/10/2026
ESTABLISHED DATE:	11/2025	REVIEW DATE:	8/2028

EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided with the content of the Registered Nurse (RN) 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: