



Care Coordinator Registered Nurse Job Description

Who We Are. Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities through innovative, personalized sexual health care and education for diverse needs. We work to achieve this vision through providing patient-centered health care services, community education, and outreach, and through developing alliances across the state to promote sexual health and freedom in our communities.

Core Value Statements:

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions.

Summary of Duties. The Care Coordinator RN provides care coordination, triaging, and follow up and is responsible for direct patient care in the clinic and as needed at off-site locations. The Care Coordinator RN is responsible for analyzing and improving general clinic flow and contributing to the effectiveness, efficiency, and professionalism of clinic services. The Care Coordinator RN also provides support for the medical assistant staff including rooming patients, cleaning rooms, taking vitals, and supporting clinic flow as needed. The Care Coordinator RN contributes to an organizational culture that values respect, integrity, high-quality individualized care, and passion for accessible sexual health care. This position is scheduled for 32-36 hours per week with required evening and rotating Saturday shifts.



Reports to Clinic Director

MAJOR RESPONSIBILITIES

Direct Patient Care & Care Coordination

- Care Coordination includes: tracking and contacting patients for follow-up of abnormal test results, support for coordination of care between and among providers, and coordinating care when referrals and collaboration with outside clinics are needed.
- Completes monthly breast/chest, pap/colposcopy, hormone, imaging, and other follow up.
- Triage patient calls, referring to clinicians as necessary and appropriate.
- Coordinates medication and injection supply pickups and refill requests, utilizing RN standing orders.
- Updates and develops referral sources
- Provides counseling and education on birth control, family planning, preconception, all options for pregnancy, STI screening and prevention, and SQ and IM injections.
- Coordinates Lupron ordering and administration.
- Completes nurse visits, which include Lupron injections, late depo visits, UPT visits, PreP follow up visits, rapid HIV testing, injection teaching.
- Assists with procedures (e.g. colposcopy, IUD insertion) as requested by clinicians.
- Works within RN standing orders and protocols for refill requests, patient outreach and communication, and nurse visits.

Administrative & General

- Ensures compliance with all state and federal laws related to clinic operations
- Maintains strictest confidentiality; adheres to all State, Federal, accreditation, and internal guidelines/regulations.
- Attends med staff meetings and all staff meetings
- Assists as delegated by the Lead RN with the orientation of new employees and ongoing training
- Ability to perform MA job functions in order to back up staff during busy clinic flow times, breaks, vacations, and illnesses as needed.
- Performs additional tasks and responsibilities as assigned.

Qualifications, Knowledge, and Abilities.

Required:

- Background or strong interest in reproductive health, sexual health, LGBTQ health, community health, and wellness care is required.
- The ability to efficiently perform job duties and activities are required.
- Ability to communicate clearly, compassionately, directly and openly, including strong oral and written communication skills is required.
- The ability to work independently and as part of a team utilizing a high degree of problem-solving skills is required.



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- The ability to demonstrate the specific skills, knowledge, and abilities to provide patient education and assessment is required.
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression are required.
- Ability to work effectively in a mission-driven agency whose clients and staff exhibit significant diversity with respect to race, ethnicity, sexual orientation, gender identity, socio-economic status, nationality, immigration status, ability, size, and religion is required.

Preferred:

- Nursing experience in an outpatient clinic or hospital setting is preferred
- Experience with phone triage is preferred.
- Language skills in ASL, Spanish, Somali, Oromo, Hmong or another language common in the Twin Cities is preferred

Required Education, Licensure & Certifications.

- Completion of an accredited associate, baccalaureate or master's degree program in Nursing
- Current RN licensure for the State of MN
- Current BLS for healthcare providers certification is required

Typical Working Conditions. 32-36 hours per week. Evening and weekend hours are required. Exposure to communicable disease, toxic substances, medical preparations, and other conditions common to clinic environment. Requires exposure to blood and bodily fluids. The position requires independent mobility, full range of body motion, manual and finger dexterity, legible writing skills, and hand-eye coordination. Involves standing and walking and occasional lifting.

Salary & Benefits. The salary range starts at \$28.00 per hour. This is considered a full time (32-36 hours per week) non-exempt hourly position. This position is eligible for a benefits package including medical and dental insurance, life and long-term disability insurance, paid vacation, sick and holidays, and a 401k with a 2% employer match.

Please send resume and cover letter to our Clinic Director, Nyssa Krause (she/her), at nkrause@familytreeclinic.org

Family Tree Clinic is committed to building and maintaining a diverse staff. People of color and LGBTQ-identified individuals are strongly encouraged to apply.