



Care Coordinator RN

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. The staff at Family Tree is a team of committed, passionate, and smart individuals who work hard and are eager to learn and grow together as we provide services and education to our community.

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

Position Summary

The Care Coordinator RN provides care coordination, patient triage, and follow up to our patients at Family Tree. They are also responsible for direct patient care in the clinic and as needed at off-site locations. The Care Coordinator RN provides support for the medical assistant staff including rooming patients, cleaning rooms, taking vitals, and supporting clinic flow as needed. The Care Coordinator RN is a vital resource to help improve general clinic flow and contributes to the effectiveness, efficiency, and professionalism of clinic services. The Care Coordinator RN contributes to an organizational culture that values respect, integrity, high-quality individualized care, and passion for accessible sexual health care.

Family Tree Clinic is an equal opportunity employer and is committed to building and maintaining a diverse staff that is representative of the communities we serve and live in. People of color, LGBTQ-identified individuals, and people from the local community are strongly encouraged to apply.



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Primary Duties:

Collaborative responsibilities:

- Provide patient Care Coordination including 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
- Assists with procedures (e.g. colposcopy, IUD insertion) as requested by clinicians
- Participate in organizational trainings, workshops, and meetings focused on racial justice & anti-oppression as able
- Collaborates on patient care with all members of the medical team, including other RN's, Providers, & Medical Assistants
- Attends med staff meetings and all staff meetings
- Assists with the onboarding of new employees and ongoing training

Independent responsibilities:

- 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.
- Completes nurse visits, which include puberty blocker injections, late depo visits, UPT visits, PreP follow up visits, rapid HIV testing, injection teaching.
- Ability to perform MA job functions in order to back up staff during busy clinic flow times, breaks, vacations, and illnesses as needed.

Program/department coordination responsibilities:

- Coordinates puberty blocker ordering and administration
- Works within RN standing orders and protocols for refill requests, patient outreach and communication, and nurse visits.
- 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.
- Performs additional tasks and responsibilities as assigned.
- Assists in medication inventory management
- Assists in vaccine management

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Additional Duties (not a complete list):

- Perform additional tasks and responsibilities as assigned

Qualifications

Required:

- 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
- 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
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression is required.

Preferred:

- Nursing experience in an outpatient clinic or hospital setting
- Experience with phone triage
- Language skills in ASL, Spanish, Somali, Oromo, Hmong or another language common in the Twin Cities
- Background or strong interest in reproductive health, sexual health, LGBTQ health, community health, and wellness care

To help ensure the health and safety of our patients, clients, students, and staff, family tree requires all employees be fully vaccinated against the COVID-19 virus. All new employees are required to be either fully vaccinated, have received their first dose, and/or have received a booster shot within 2 weeks of hire. If you have questions about the vaccine policy, please contact our HR department at dangelucci@familytreeclinic.org. Exceptions may be made for medical reasons and/or genuinely held religious beliefs.

Salary & Benefits:

Starting hourly wage is \$28 or higher based on experience and qualifications beyond what is required in the job description.

This is a benefits-eligible position, with paid holiday, vacation and sick time, and 2% employer matched 401k. Full time benefits including medical insurance, dental insurance, vision insurance, life insurance and long-term disability insurance are available if working 25 hours a week or more.

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Hours: This position is scheduled for 32-36 hours per week with required evening and rotating Saturday shifts. An opportunity to work up to 40 hours if desired.

Supervisor: Clinic Director & Medical Director

Typical Working Conditions: Hazards common to clinical and educational environments including potential exposure to communicable diseases, toxic substances, medical preparations, blood, bodily fluids, and other conditions common to a clinical environment. This position requires a full range of body motion, manual and finger dexterity and eye-hand coordination. Position involves standing, walking, & frequent sitting at a computer.

To Apply: Please send a cover letter and resume to clinicjobs@familytreeclinic.org

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