



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. 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, procedures and protocols, 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.



Care Coordinator RN

Primary Duties

Collaborative responsibilities:

- Provides 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 (colposcopy, IUD insertions) as requested by clinicians.
- Participates in organizational trainings, workshops, and meetings focused on racial justice & anti-oppression.
- Collaborates & assists in patient care with all members of the medical team, including other RNs, Providers, & Medical Assistants.
- Attends medical staff meetings and all staff meetings
- Assists with the onboarding of new employees and ongoing training

Independent responsibilities:

- Coordinates medication and injection supply refill requests, utilizing RN standing orders.
- 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 may include puberty blocker injections, late depo visits, UPT visits, injection teaching, immunizations, and hormone injections.
- Maintains strictest confidentiality; adheres to all State, Federal, accreditation, and internal guidelines/regulations.
- Has the 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
- Assists in medication inventory management
- Assists in vaccine management

Additional Duties (not a complete list)

- Perform additional tasks and responsibilities as assigned

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.



Care Coordinator RN

Qualifications

Required:

- 1 year of RN experience
- Nursing experience in an outpatient clinic or hospital setting
- 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
- Ability to communicate clearly, compassionately, directly and openly, including strong oral and written communication skills
- Ability to work independently and as part of a team utilizing a high degree of problem-solving skills
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression

Preferred:

- 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

Salary & Benefits: Starting hourly base wage is \$40 per hour or higher based on experience and qualifications beyond what is required in the job description. This is a benefits-eligible position consisting of a \$500 per year continuing education, 11 paid holidays, 15 vacation **and** sick days (to start), 2 personal days; medical, dental, vision, life, and long-term disability insurances; a 401k with employer matched contributions.

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

Supervisor: 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, and frequently sitting at a computer.

To Apply: Please send a cover letter and resume to Kate Vaske-Wright, Medical Director at kvaskewright@familytreeclinic.org

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.