

**Position: Pediatric Nurse Manager**

**Nature of Position: The Pediatric Nurse Manager ensures that the healthcare facility is safe and meets the needs of patients and their families. He/She will make sure there is adequate staff for the facility and that the staff is well trained to meet the safety and health of patients. The Nurse Manager will also work in the clinic to fill in when needed in the clinical area to include all nursing duties and any testing required. This position ensures staffing, training and ongoing education. The Nurse Manager will supervise their staff for performance, giving feedback on an ongoing basis. They enforce local, state and federal laws in a healthcare facility. There may be special projects given to the Pediatric Nurse Manager by the CEO/COO such as implementing duties needed as specified by a grant and/or organizing and directing vaccine and testing programs during a pandemic.**

**Qualifications:**

* **The Pediatric Nurse Manager must be a registered nurse. They should have at least an associate degree, though many employers prefer a bachelor’s degree. They also need to pass the National Council Licensure Examination for Registered Nursing-Registered Nurse (NCLEX-RN), and maintain a current nursing license. The candidate must know and understand pediatrics with at least two years of experience.**

**Responsibilities Include but are not limited to:**

* Supervision of clinical support staff
* Overseeing the hiring and development of clinical support staff
* Communicating with families and providers as needed
* Chart audits
* Medical supply ordering
* Overseeing the Vaccine Program
* COVID vaccine protocol and coordination as well as testing
* Other duties as assigned
* Maintaining high standards of care for all patients
* Representing the clinical team at senior-level leadership meetings

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## Nursing skills and qualifications:

* Excellent multitasking and organization skills
* Ability to lead and instruct others
* Interpersonal skills
* Verbal and written communication
* Up-to-date knowledge of nursing practices, methods and tools
* Problem-solving and critical-thinking skills
* Ability to work in a fast-paced environment

**Training Requirements:**

Patient Centered Medical Home Orientation

HIPPA Compliance

OSHA

New Employee Orientation

Annual training reviews

Cultural Sensitivity

Core Competencies

Customer Service Excellence

Quality Improvement

Other trainings as needed to meet the needs of the organization

\*HCCH provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HCCH complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HCCH conducts background checks on all final candidates. Employment is contingent upon a clear background check or approval of the CEO.

**I have read and understand this job description and certify that I can perform all the essential functions of this job. I have received a copy of the job description.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_