Alliance Medical Center, a federally qualified health center, seeks Nurse Supervisor

This is a great opportunity to share your work with an organization that cares for the community of Healdsburg, Windsor, Geyserville, and beyond.

At Alliance Medical Center (AMC), we believe everyone deserves the highest quality care. We provide primary and specialty medical care, behavioral health and dental care within a broad array of services - including prenatal, all ages dental care, mental health, nutrition health services - that help our patients live healthier lives.

Our mission is to improve the health and wellness of our diverse communities. We provide accessible, caring, and high-quality healthcare services. We are a recognized Federally Qualified Healthcare Center (FQHC) leader in improving the health of our communities. We are proud to serve a diverse population of approximately 13,000 predominantly Spanish-speaking patients. We love what we do and continually strive to provide the best services our patients demand.

AMC’s Healdsburg and Windsor Medical locations are both recognized PCMH (Patient Centered Medical Home) sites and we are proud to be eligible to recruit National Health Service Corps Scholars, Physicians, and Registered Nurses with student loan repayment needs with Highest HPSA Primary Care score 18!

AMC is currently seeking a Full-time Nurse Supervisor to join our team and organization.

What you will do at AMC:

Reporting to the Medical Director, the Nurse Supervisor is responsible for the efficiency and effectiveness of Alliance Medical Center’s (AMC’s) nursing staff, AMC’s Infection Control program, Covid-19 programming, clinical program audits and ensuring AMC follows local, state and Federal regulations with regard to areas within scope of RN expertise. The Nurse Supervisor oversees RN & LVN staff; participates and provides direct oversight and support of AMC’s QA/QI meetings and activities; oversees the Healthcare Safety Zone portal and facilitates Risk Management meetings; provides direct service if/when patient demands out strips staffing level; and most critically works effectively as an integral team member with the medical operations management team in ensuring day to day operations are successfully meeting organizational goals.

Responsibilities will include:

- Direct oversight, support, coaching and leadership support of nursing staff including completion of timely performance evaluations and other personnel actions for staff supervised.
- Ensures compliance with local, state and federal regulations relative to clinical nursing.
- Responsible for implementation of AMC’s Infection Control program and ensures internal compliance; facilitates internal Infection Control Committee;
- Maintains AMC’s MSDS program, keeping sheets updated in binders and on portal; educates staff as needed on MSDS
- Provides operational support to AMC’s Covid-19 testing and follow-up services per supervisor direction including patient education and navigation of community resources, reporting, ordering supplies;
- Serves as AMC lead for clinical audits by Partnership, Vaccines for Children, CA Health/Disability Prevention and others;
- Actively participates on QA/QI Committee and takes on QA/QI activities and responsibilities per supervisor;
• Works with Clinical Operations team to develop and receive assignments to create operational, and clinical policies and procedures; monitors and evaluates their effectiveness with Clinical Operations team.
• Oversees the Healthcare Safety Zone portal/program and facilitates/updates clinical portions of Risk Management meetings;
• Is an active and effective team member on various AMC and clinical teams including Infection Control, medical (clinical) operations, QA/QI, emergency preparedness and others as assigned.
• Uses skills, knowledge, education and a positive spirit to collaborate with internal stakeholders in order to enhance AMC’s responsiveness to community needs and our patient population.
• Recognizes the critical nature of being an effective team member using area of expertise, communication skills and active performance of tasks and responsibilities. Accepts team identified tasks and performs them with quality and timely performance. Serves as an effective team member with the Medical Director, Operations Manager, Quality Manager, medical and dental supervisors, among other key positions including senior management within the organization to ensure that the operational processes are appropriately integrated into the clinical areas to promote operational quality, efficient and effective performance in the provision of patient care.
• Provides strategic direction utilizing the Continuous Quality Improvement (CQI) process to identify opportunities for improvement in and patient flow and scheduling changes.
• With team members, implements short-and long-range organizational tactical goals and objectives per AMC’s Strategic Plan and emerging need areas; implements operational strategies to meet organizational performance plans and goals within budget and timelines.
• Reports on role areas’ operational aspects to senior administration.
• Advises management team in helping to advance the mission, goals, objectives and programs of the clinic.
• Recommends and participates in the annual budget process for the organization as needed.
• Serves as a resource to staff and medical leadership to help reduce costs, enhance revenues, achieve effective utilization and quality goals and objectives, and analyzes/utilizes information to support management decisions.
• Participates as required in outside community activities including RCHC, CPCA, etc.
• Performs other duties as assigned.

The Nurse Supervisor at Alliance Medical Center has the following qualifications and skills:

• Registered Nurse license in State of California, required;
• A minimum of 3 years’ experience in healthcare, with at least 1 year of recent supervisory/management experience with in the healthcare industry, required, ideally at a community health center;
• Bi-lingual in English and Spanish (Mexican) highly preferred; must have excellent oral and written English proficiency;
• Must have interest and ability to work effectively with teams while performing independently on quality and timely task completion;
• Must be proficient in computer skills including Microsoft Office tools and proficiency with electronic medical records;
• Must demonstrate empathy and respect for vulnerable populations, interest in working collaboratively and capability to follow-through with assigned tasks;
• Experience working at a Federally Qualified Health Center, Indian Health Center, or a multi-site non-profit ambulatory clinic, highly preferred.
• A positive outlook and great sense of humor is always appreciated!

To apply: Email resume to hr@alliancemed.org with title of position in Subject.

AMC is an EOE