



MINISTRIES OF JESUS

HOPE, HEALING, & COMPASSION FOR SPIRIT, SOUL, & BODY

Job Title: Nurse	FLSA Status: Exempt
Reports to: Medical Clinic Manager	Salary: Commensurate with education/experience
Created: April 17, 2024	Work Schedule: TBD (approx. 20-24 hours/week)

Summary: The primary responsibility is to serve as a nurse in the medical clinic; additional responsibilities include: assisting with coordination of care services, patient education, and overall medical clinic organization.

Essential Responsibilities include:

- Provide nursing assistance to providers within the clinic.
- Assist with any minor procedures within the clinic.
- Assist with charts, phone calls, and scheduling in coordination with patient appointments.
- Assist with charts, phone calls, and care coordination for patients.
- Call patients with test results and follow up orders.
- Conduct assessments and screenings as ordered by provider.
- Evaluate diagnostic information gained from assessments and patient interviews to develop a plan of care.
- Administer medications.
- Counseling patients and conducting education about their diagnosis, specifically diabetes.
- Attend staff or department meetings and professional development meetings as requested.
- Stay current on continuing education and licensure requirements.
- Other duties as assigned by Medical Director, Clinic Manager, and/or Executive Director.

Qualifications:

- Associate Degree in Nursing (ADN) or Bachelor of Science in Nursing (BSN) program or LPN
- Current Oklahoma Registered Nurse or LPN license and continuing education requirements.
- 1-3 years of successful experience working in collaboration with staff and the patients.
- A mature Christian with knowledge of Scripture and a demonstrated faith coupled with the ability to communicate Biblical truths and share the gospel proficiently in English (and Spanish is desirable).
- Superior people skills with the ability to relate and communicate effectively inside and outside of MOJ while maintaining strict professional confidentiality.
- Ability to model servant leadership, humility, including a passion to be part of a team in ministry providing integrated services with compassion for the needs of all people without prejudice.
- A high level of integrity, trustworthiness, and commitment to the mission, vision, and values of MOJ.
- A self-disciplined self-starter who demonstrates organizational skills, can multi-task, prioritize responsibilities, and efficiently complete projects/tasks with excellence in a timely manner.

Job Specifications: To perform this job successfully, an individual must be able to competently perform each essential skill and duty. The requirements listed below are representative of the knowledge, skill and/or ability required.

Skills Required: The nurse is a highly trained health professional committed to excellence and can represent the ministry in a positive manner, demonstrate positive patient care skills and manners, and can multi-task their responsibilities. Is out-going, friendly, and has a warm welcoming personality to all patients. Can think critically and problem-solve while also being self-directed, enthusiastic, and task oriented. Can adhere to deadlines, demonstrate exemplary nursing skills, professionalism, maintain strict confidentiality, has strong attention to detail, and produces high quality work.

Supervisory Duties: No duties supervising other staff; however, there may be some duties related to supervising various volunteers and students placed at MOJ for field experiences/internships.

Language Skills:

Bilingual (Spanish) is desired but is not required. Ability to read, analyze and interpret medical journals, technical procedures, and/or government regulations. Ability to effectively communicate in writing and correspond as may be appropriate. Ability to effectively present information and respond to questions in one-on-one and small group situations.

Mathematical Skills:

Ability to understand budgets and use the mathematical skills required to do so. Ability to maintain accurate detailed records and supportive documentation for projects under the supervision of the position.

Reasonable Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities:

Ability to use a computer and computer related programs and other technologies needed to perform essential job functions. Ability to establish and maintain effective working relationships with the staff and the community. Ability to proficiently communicate formally and informally both in oral and written form. Ability to serve as a resource to the board of directors, the Executive Director, directors and staff, and the public implementing the ministry's mission, vision, values, and policies specifically related to the medical operations of the ministry.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee may occasionally be required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is generally quiet depending on the activities in the part of the day and location.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals that maybe currently holding this position and additional duties may be assigned.

Applications:

Email a letter of interest, current resume, MOJ employment application (available at <https://moj.com/job-openings>) including references, plus copies of all current licenses, transcripts, or certifications to:

Attention: Dr. Joe Pierce, Executive Director
Email: jpierce@moj.com
Address: 1100 East I-35 Frontage Rd.
Edmond, OK 73034