Cow Creek Health & Wellness Center

Clinical Supervisor, RN

Job Code: 2339
Department: Cow Creek Health & Wellness Center
Location: Canyonville, OR
Salary: $50.36 DOE

POSITION PURPOSE:

The Clinical Supervisor (Registered Nurse) oversees the daily clinical operations of Medical Assistants at the Cow Creek Health and Wellness Center's North Clinic. This position involves supervising and coordinating the activities of medical assistants, ensuring high-quality patient care, compliance with clinical policies, and promoting efficient workflows. The Clinical Supervisor works under the guidance of the Nurse Manager and serves as a liaison between staff and administration.

ESSENTIAL FUNCTIONS:

- Provide direct supervision and support to medical assistants, ensuring effective team performance at assigned clinic location.
- Maintain a strong knowledge of and ensure proper implementation of clinical protocols, workflows, and documentation standards.
- Monitor patient care to ensure adherence to quality and safety standards.
- Assist with onboarding and training of new staff members, including compliance with clinical guidelines and EHR systems and completes 30, 60, 90-day check-ins with direct reports.
- Act as a clinical resource for staff, addressing questions and resolving issues as needed.
- Assists with maintaining and monitoring inventory of supplies, medications, samples, and immunizations. Ensure adequate documentation of monitoring activities.
- Serve as the primary point of contact for Medical Assistants and the Nurse Manager.
- Coordinate with administrative staff to address patient concerns, scheduling needs, or operational challenges.

- Collaborate with quality improvement coordinators to ensure staff compliance with federal, state, and local regulations, as well as organizational policies.
- Comply with established policies and procedures, including HIPAA.
- Assist with compliance audits. Complete education & coaching related to findings with individual staff members.
- Identify and assist with development of clinic wide education initiatives.
- Provide hands-on clinical care, to include but not limited to triaging patients, administering medications, and assisting with procedures.
- Assist with care coordination duties and patient education to provide improved health outcomes for complex patients.

QUALIFICATIONS:

- Current licensure as a Registered Nurse (RN) in the state of Oregon. Bachelor's degree in nursing (BSN) preferred.
- Minimum of 2 years of nursing experience in a primary care or outpatient setting. Supervisory or leadership experience preferred.
- Strong leadership, organizational, and communication skills.
- Proficiency in electronic health records (EHR) systems.
- Strong understanding of health regulations and compliance requirements.
- Proven leadership skills with experience in staff supervision and development.
- Excellent communication and interpersonal skills.
- Experience working with Native American/Alaskan Native populations or other marginalized populations preferred.
- Must be able to travel to both clinics as needed.
- Current and valid Oregon Driver's License with the ability to qualify for the UIDC's Drivers Program.