

JOB TITLE: REGISTERED NURSE-TRIAGE

Exempt (Y/N): No
Standard Hours: FT
Location: Grand Marais, MN
Supervisor: Clinical Nurse Manager

Sawtooth Mountain Clinic's mission is to provide access to high quality, comprehensive primary and preventive healthcare to all users, regardless of financial ability to pay, throughout SMC's service area of Cook County, Minnesota and the Grand Portage Band of Lake Superior Chippewa Reservation.

Core Values

“We believe that quality healthcare is a right, not a privilege. We are here with you, *together through life*, dedicated to providing a medical home and medical care that is respectful of you, your family, and your desire to thrive in this community”.

Job Summary:

The Registered Nurse is hired by the Chief Executive Officer for the Board of Directors to do the desk coordination of all incoming phone calls to nurses or providers, respond to these calls as needed, facilitate prescription refills, and carry out other nursing duties as designated in a manner that is efficient, always keeping the care of patients and needs of the providers as priorities.

Job Duties:

- A. Answer phone, responding to patient needs and calls for the providers
- B. Make referrals by phone as requested by providers, in the absence of the referral nurse
- C. Handle prescription reorder requests from patients and pharmacist
- D. Notify patients of lab, x-ray and test results, as needed by the providers
- E. Distribute paperwork to providers
- F. All duties as directed and/or requested by the Health Care Home Team
- G. All other duties as directed and/or requested by the Sawtooth Mountain Clinic Chief Executive Officer and providers

Job Qualifications:

- A. Nurse, RN
- B. Hospital or clinic nursing background
- C. Previous work experience in contact with the public
- D. Knowledge of computer and general office machines
- E. Organization and administrative skills helpful

Salary: Commensurate with educational background and experience.

Benefits:

As defined in Sawtooth Mountain Clinic's Employee Handbook.

Sawtooth Mountain Clinic, Inc. is an equal opportunity/affirmative action employer.

Employee Signature

Date

Print Name