

## **THE BREATHING ASSOCIATION**

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**POSITION TITLE:**           **Staff Nurse**

**RESPONSIBLE TO:**       **Director of the Lung Health Clinic**

**GENERAL DESCRIPTION:** Staff nurse is responsible for assisting with daily clinic functions and case management of the client under the direction of the clinic director. Our goal is to help improve the daily functioning of persons with asthma, COPD, and other lung related problems. The staff nurse is responsible for planning, implementing, and evaluating agency programs that respond to the psychological and educational needs of adults with the diagnosis of asthma and other lung related problems. This staff nurse will assist the director in the clinic and aboard the mobile medical unit (MMU) with direct patient care, spirometry testing, accurate and timely record keeping and reporting, discharge teaching, patient prescription assistance program applications, coordination, and administration of vaccines as well as testing for COVID-19, referrals to and other medical/social referrals as needed.

**DUTIES AND RESPONSIBILITIES:**

1. Provides direct patient care and discharge instructions to clients in the Lung Health Clinic and on the Medical Mobile Unit (MMU) including direct spirometry testing. Assists the director with case management of clients, administration of vaccines as well as testing for COVID-19, referrals to drug manufacturer patient assistant programs, and other medical/social referrals as needed.
2. Assesses patient barriers to accessing health care needs, serves in an information and referral role, linking clients to partner agencies and The Breathing Association's other programs.
3. Evaluates and assesses client resource strengths, deficiencies, and health status, provides asthma education regarding self-care skills and knowledge.
4. Provides/assists with direct spirometry testing during the clinic visit.
5. Provides case management duties for all clients, coordinates post-clinic follow-up, and keeps accurate and timely records in our Electronic Medical Records (EMR) system as well as in other clinic data bases such as: Excel, SalesForce, and Smartsheet.
6. Participates in ongoing development and evaluation of the Lung Health Clinic goals, outcomes, and service activities.
7. Works under the direct supervision of the clinic director.
8. Collects and maintains accurate program information, research data and statistics as indicated in grants that fund this position, providing recommendations for new projects as well.
9. Maintains data for clinic programs for various funding source(s) and enters and maintains data in various data bases as well as the EMR on a regular basis.
10. Assumes other related duties as assigned by the director, CFOO and CEO of The Breathing Association.
11. Advocates with companies for prescriptions assistance therefore providing additional monies that can be used on basic needs.
12. Ascertain relevant patient needs for environmental intervention through weatherization services.
13. Implements pre-post tests for energy education.
14. Ensures the provision of energy education materials to while on the MMU, in the Lung Health Clinic and during home visits.

15. Attend health fairs as well as present to various audiences the Lung Health Clinic and The Breathing Associations mission to help people breathe easier, one person at a time, through education, detection, care and treatment.

**QUALIFICATIONS:**

1. A licensed registered nurse with good standing from the Ohio Nursing Board.
2. Has demonstrated ability in clinical aspects of delivery, especially health promotion education and management of patients with lung related diseases.
3. Well organized self-starter with experience in program coordination, community health services and drug manufacturer patient assistance programs.
4. Excellent communication skills (verbal and written).
5. Demonstrated organization and planning skills. Ability to multi-task.
6. Possesses initiative and energetic flexibility with excellent interpersonal and listening skills.
7. Must enjoy and have experience working and adults with lung related diseases of all income levels and backgrounds.
8. Displays keen interest in professional growth to maintain clinical excellence.
9. Must have valid driver's license and be willing to use own vehicle in carrying out job responsibilities.

**MEASURES OF ACCOUNTABILITY:**

The primary measures of performance will be the degree of attainment of The Breathing Association goals and objectives. The following criteria may be used for evaluation:

1. The degree of self-development and effectiveness with clientele.
2. The soundness, timeliness, and accuracy of reports and recommendations.
3. Meeting and accurately reporting program data, statistics and outcome evaluations, program reports, and activities.
4. Excellent computer skills including data entry, email, EXCEL, WORD.

**TERMS OF EMPLOYMENT:**

Flexible hours employment under conditions as outlined in The Breathing Association's Personnel Policies. Salary commensurate with experience.