



Job Title	Assistant Nurse Manager	Job Code	HS0142
Pay Plan	USPS	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Health Services	Union Code	0
		Subfamily	Clinical Care

Job Summary

Health Services Professionals provides services related to the diagnosis and treatment of patients and medical support functions.

Charge Nurses provide delivery of patient health care by determining the correct diagnosis and/or providing the necessary treatment.

Job Summary

Manages the daily operations and schedules for a clinic.

Representative Duties

1. Administrative

- Oversees daily operations and schedules
- Responsible for recruitment, hiring, evaluation, orientation/development and discipline of staff
- Assists with short and long term planning for clinical operations
- May represent the department in committees, meetings, or university activities
- Manages the ordering and evaluation of clinical supplies, equipment, and medication inventory

2. Nursing

- Manages and coordinates patient care to include scheduling, process evaluations, and changes
- Ensures adequate clinical staffing on a day-to-day basis
- Adheres to HIPAA guidelines/regulations
- Provides risk assessment oversight and infection prevention control

3. Supervision Exercised

- Counsels employees on job performance and related issues
- Conducts annual performance appraisals
- Approves time and leave requests, verifies time sheets and ensures accurate payroll

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	High School Diploma or Equivalent	Bachelor's
Certification(s)	CPR/AED	
Licensure(s)	Registered Nurse Professional - Florida	Licensed Healthcare Risk Manager
Work Experience		
6+ years of relevant work experience OR 2+ years of relevant work experience with a Bachelor's Degree		
Additional Requirements		

Physical/Environmental Demands
Outside of a standard office environment with specific physical demands

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