



JOB DESCRIPTION

JOB TITLE:	Director of Nursing		
DEPARTMENT:	Operations		
REPORTS TO:	Chief Operations Officer		
FLSA:	Exempt	PAY GRADE:	E104
EEO:	First/Mid-Level Officials & Managers	REVISION DATE:	03/2026

JOB SUMMARY:

The Director of Nursing is responsible for overseeing clinical support staff operations and ensuring safe, efficient, and high-quality patient care delivery across clinic care areas. This role provides direct supervision of nursing staff and medical assistants while supporting day-to-day clinical operations.

In a small clinic setting, this is a working leadership role that includes both administrative oversight and direct patient care responsibilities as needed. The Director of Nursing works closely with the Chief Medical Officer (CMO) on clinical care delivery and partners with the Administrative Practice Manager to ensure coordinated front and back-office operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises clinical support staff, including nurses and medical assistants. Responsibilities include recruitment, hiring, onboarding, training, performance management, and disciplinary action.
- Coordinates and manages clinical support staff schedules in partnership with the CMO, ensuring alignment with provider schedules and patient care needs.
- Provides day-to-day oversight of clinical operations to support efficient patient flow and high-quality care delivery.
- Participates in direct patient care as needed to support clinic operations and maintain continuity of care.
- Oversees clinic care systems and environments, including:
 - Sterilization and infection control processes
 - CLIA-waived laboratory operations
 - Medication management systems (e.g., Pyxis)
 - Clinical equipment and supply inventory ordering/ management
 - Supports and coordinates immunization program operations, including vaccine storage, handling, and administration workflows.
- Ensure clinical practices comply with applicable regulatory requirements, clinical standards, and organizational policies.

- Collaborates with the COO and CMO to evaluate and improve clinical workflows, including optimization of electronic health record (EHR) use.
- Partners with the Administrative Practice Manager to ensure strong coordination between front office and clinical operations.
- Supports ongoing staff training and development to maintain clinical competencies and promote a high-performing team environment.
- Maintains appropriate clinical documentation and operational records to support compliance and safe patient care.
- Performs other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Work Experience: Minimum of five years' experience in Nursing. Two to three years' experience in leadership. Community Health Center experience preferred.

Education, Certification and Licensure: Post secondary education in Nursing. Maintain current, active license with the State of Alaska as a Licensed Practical Nurse or Registered Nurse.

Knowledge, Skills, and Abilities:

- Strong clinical knowledge and understanding of outpatient care operations
- Ability to lead and support a multidisciplinary clinical support team
- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Ability to work both independently and collaboratively
- Proficiency with Microsoft Office and electronic health record systems
- Ability to utilize various office machines including copiers, computers, fax machines, etc.
- Ability to manage multiple priorities in a dynamic clinical environment
- Commitment to fostering a positive, team-oriented workplace
- Promotes TCH's Mission, Vision, and Values

PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:

Work is performed in a healthcare clinic and office setting. The employee is regularly required to sit, stand, and move throughout the clinic and may occasionally lift up to 50 lbs. TCH is a tobacco-free campus.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

TCH provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Persons alleging unequal treatment should contact the Chief Executive Officer.

The undersigned have read this job description and agree that it defines the position as it currently exists. The undersigned also understands that the above is intended to describe the general content of and requirements for this job. It is not to be considered as an exhaustive statement of duties,

responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

_____/_____
Employee Name **Employee Signature** **Date**

_____/_____
Supervisor Name **Supervisor Signature** **Date**