



INDIAN HEALTH CENTER OF SANTA CLARA VALLEY INC.

Main Office
1333 Meridian Avenue
San Jose, CA 95125

Westwood Site
1685 Westwood Drive #4
San Jose, CA 95125

Wellness Center
602 East Santa Clara Street
San Jose, CA 95112

Central (408) 445-3400

www.indianhealthcenter.org

POSITION ANNOUNCEMENT: TRIAGE NURSE

POSTING DATE: February 5, 2008

DEADLINE: Open until filled.

STATUS: The position is part-time exempt.

SALARY RANGE: The Center offers a competitive salary and benefits package. Salary is based on experience.

BACKGROUND: The Indian Health Center is a nonprofit, community based organization that has been serving the American Indians, their families and other diverse cultural populations for more than twenty-five years. The Center offers Medicine, Dentistry, Community Health, substance abuse treatment, Counseling, a WIC program, a Medical Nutrition program, health education, outreach, and case management.

POSITION SUMMARY: Reporting to the Medical Department Administrator, the Triage Nurse assists the Medical Department in ensuring efficient clinic flow and provider productivity. This includes triaging walk-in and call-in patients; maintaining the provider schedule and ensuring smooth patient flow; assisting providers with prescriptions, abnormal test results and referrals of patients for consultations/specialized tests; assisting the Medical back office as needed; and ensuring that the IHC provides high quality medical care at all times.

MINIMUM QUALIFICATIONS:

- Possession of California Nursing License in good standing
- 2 years of experience as a nurse in a community health clinic.
- 2 years experience in a supervisory position.
- Excellent customer service skills.
- Knowledge of and ability to relate to the American Indian community and other minority populations.
- Fluency in English/Spanish needed.

TO APPLY: Send resume and cover letter to:

Wanda Alleman, Human Resource Manager
Indian Health Center of Santa Clara Valley
1333 Meridian Avenue, San Jose, CA 95125
Phone: (408) 445-3400 ext. 205
Fax (408) 269-1952 Email: walleman@ihcscv.org

Preference is given to qualified American Indians/Alaskan Native in accordance with the American Indian Preference Act (Title 25, US Code Sections 472, 473 and 473a). In other than as mentioned, the Indian Health Center is an Equal Opportunity Employer. (Rev. 4/23/03)