



RN Job Description

Job Title: Registered Nurse

Reports to: Assistant Medical Director

Work location: Oregon City

FLSA status: Non-Exempt/Hourly

Job Type: Part-time – 20 hours per week Tuesday-Thursday

Salary: \$42hr - \$46hr **Bi-lingual Spanish** \$45hr - \$49hr

Clackamas Free Clinic:

Clackamas Free Clinic is a community-based primary care clinic located on the Clackamas Community College campus in Oregon City, Oregon, and has served the community for 13 years. The clinic provides no-cost, high-quality primary and preventive care to uninsured and underinsured adults in Clackamas County through a collaborative, volunteer-driven model that includes licensed providers, nurses, and students. Guided by values of equity, dignity, and compassion, Clackamas Free Clinic believes health care is a basic human right and is committed to reducing health disparities, removing barriers to care, fostering strong community partnerships, and creating a welcoming, inclusive environment for all patients.

Job Summary:

The Registered Nurse plays a vital role in delivering compassionate, patient-centered care in a primary care setting. This position assesses patient health needs, coordinates ongoing medical care including referrals for other health services, and works closely with volunteer providers, nurses, and students to support clinical operations and assist with learning, development, and orientation to clinic practices. The RN provides patient education, care coordination, and health screenings, collaborates with staff and community partners to integrate physical and behavioral health care, and supports continuity of care in alignment with best practices and the clinic's mission to reduce barriers to health care access. Patient visits are 30–40 minutes long, with volunteer providers seeing an average of five patients during a four-hour shift, supporting the clinic's volunteer-driven and teaching model, the time needed for interpreting services, and the complexity of the patient population while allowing for inclusive, mission-focused care.

Duties and Responsibilities:

- Works with multidisciplinary teams, including medical providers, nurses, medical assistants, phlebotomists, and patient navigators, to provide high-quality, coordinated, patient-centered primary care
- Provides training and supervision for volunteer nurses, medical assistants, and phlebotomists



- Oversees ordering and maintenance of clinical supplies, onsite medications, and medical equipment
- Performs clinical duties as needed, including phone or in-person triage, nurse visits for vaccinations and lab testing, and communication of clinical information
- Manages CFC's vaccine program and serves as the primary liaison with the Oregon Immunization Program (OIP)
- Steps in to provide additional clinical support when a volunteer is unavailable.
- Maintains clinical laboratory standards, including regular quality control for point-of-care testing devices
- Assists in the development of clinical policies related to the provision of nursing care
- Serves as a clinical resource to front desk staff during patient phone calls
- Provides patient education on chronic disease management, including glucose and blood pressure monitoring, and follows up on basic lab results
- Facilitates a cooperative and supportive atmosphere for patients, volunteers, and staff
- Other duties as assigned by supervisor.

Competencies: (Competencies are the abilities and qualities a person needs to be successful in this job)

- Ability to conduct and document a thorough nursing assessment in an organized manner.
- Knowledge of medication; purposes and side effects.
- Ability to offer medical perspective and observation to team.
- Ability to communicate effectively both verbally and writing with a broad variety of people, including staff, and supervisors.
- Ability to coordinate, manage and complete various tasks a timely and efficient manner.
- Demonstrated ability to exercise tact, discretion and judgment while working with a variety of people.
- Demonstrated understanding and ability to maintain appropriate professional boundaries while working with others and in handling confidential information.
- Demonstrates the ability to recognize professional limitations and seeks supervision when appropriate.
- Acknowledges and respects all individuals and demonstrate openness to providing culturally responsive care and treatment to clients and their families.
- Understands and complies with mandatory reporting requirements.

Required Position Qualifications:

- Current licensure as a RN in Oregon required.
- Strong interpersonal communication skills
- Ability to work effectively with a diverse group of staff, volunteers, and students to provide high quality care to a traditionally underserved patient population



Preferred Position Qualifications: (Additional skills, experience, or education that are not required but would make a candidate especially well-suited for the job).

- Bi-lingual in Spanish and English, written, read and verbal.
- Experience in a teaching environment.
- Knowledge of local health care environment with commitment to maintaining positive relationships with community partners

Other Requirements:

- Able to pass a comprehensive criminal history background check.
- Able to pass a required drug screening
- Must work some evenings and some weekends, as needed and scheduled.
- BLS obtained within 3 months of employment and kept current.
- TB testing required within 30 days of employment
- Must complete and maintain required trainings.
- Must pass language testing if applicable

Working Conditions:

Work is performed in primary care and laboratory settings and may require being on your feet for extended periods. Breaks and meals may be interrupted, and adherence to Universal Precautions and situational awareness is required due to potential exposure to disease, biohazards, noise, and contaminants. The work may involve changing priorities and requires flexibility, effective time management, clear communication, regular physical movement, and manual dexterity for clinical and administrative tasks.

Benefits: Clackamas Free Clinic offers a benefits package that includes paid time off, with sick leave, vacation, holidays, and a floating holiday, as well as a SIMPLE IRA retirement plan with an employer match.

How to Apply:

Please submit via email a short cover letter and resume to **Calla Michalak** callamichalak@clackamasvim.org Position open until filled. References upon request.

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