**Office Registered Nurse (RN) Full Time**

***SUMMARY:***

Under general supervision, the office registered nurse is the liaison to facilitate a close working relationship between physicians, hospitals we serve, patients and their families, pharmacies, outside physicians, and any customer that contacts our office. The office registered nurse facilitates safe, efficient, quality patient care by ensuring physician orders and requests are completed in an accurate and timely manner.

***QUALIFICATIONS/REQUIREMENTS/COMPETENCIES:***

A. ASN/BSN – Must have graduated nursing school and passed the National Council Licensure Examination (NCLEX).

B. Must have current nursing licensures for state of Missouri and Illinois.

C. Must have CPR/ACLS/BLS.

D. Must have at least 5-year experience in nursing (cardiology office, telemetry floor highly preferred).

E. Computer knowledge required, electronic medical records (EMR) highly preferred.

F. Must have excellent customer service skills.

G. Must have critical thinking skills.

H. Must have situational awareness.

I. Good judgement/decision making.

J. Must be able to travel within main locations at SLHV.

K. Must be detailed oriented and able to multi-task.

L. Excellent oral and written communication skills.

M. Must be self-motived individual.

N. Strong inter-personal skills.

O. Multilingual and American Sign Language (ASL) plus.

P. Able to work independently with minimal guidance and as part of a team.