

**REGISTERED NURSE – STI SCREENING  
JOB DESCRIPTION**



**SCOPE OF WORK**

The Registered Nurse (RN) is a part-time, non-exempt position, reporting to the Director of Health Services at The LGBTQ Center Long Beach (The Center). The RN is responsible for providing culturally competent medical services to individuals in the greater Long Beach area, with a specific focus on LGBTQ sexual health. This position is primarily clinical with some administrative work.

The ideal candidate will manage patients' course of treatment as it relates to STI screening. This person will also coordinate care with providers and other clinical support staff to ensure quality patient outcomes are achieved within established time frames with efficient use of organizational resources. The RN will work closely with the Nurse Practitioner and Medical Director to design, implement and monitor workflow processes as it pertains to patient-centered healthcare.

This individual must have knowledge of HIV and STI infections, transmission, and prevention related to key populations at risk of infection (i.e., people of color and transgender and gender diverse individuals). This position requires a knowledge of local resources, outstanding written and communication skills, experience working with diverse populations (particularly LGBTQ+ individuals), and excellent interpersonal skills. The person in this role will be required to attend continuing education training, seminars, and other professional development opportunities to stay abreast of relevant trends/changes in public health and prevention services.

**I: FUNCTIONAL RESPONSIBILITIES**

**Administrative**

1. As needed, participate in regular team/department, interdisciplinary and staff meetings.
2. As needed, schedule treatment and follow-up appointments with patients using the appropriate database.
3. As needed, answer and facilitate calls and emails regarding questions, concerns, and referrals.
4. As needed, create, maintain, and update patients' records.
5. Follow all internal protocols.
6. Collaborate with other programs at The Center and other relevant partners to coordinate appropriate patient referrals.
7. Other duties as assigned.

**Clinic**

1. Facilitate the patient flow of all HIV/STI testing activities.
2. As needed, provide oral and injectable treatment(s) for STIs as ordered by NP or Provider.
3. As needed, draw blood samples and/or collect additional specimens.
4. Follow universal safety precautions at all times.
5. Triage and follow-up with patients regarding their medical care and treatment.

6. Maintain medical records with accurate, current, and legible updates.
7. Provide and maintain a customer service atmosphere that incorporates the standards and protocols of the Health Services Department and The Center.

### **Direct Service**

1. Perform all aspects of patient care including consultation, assessment point-of-care testing, treatment, procedures, and follow-up care.
2. In the absence of the Program Director, able to oversee patient care and operations.
3. Arrange and provide patient follow-up of abnormal lab test results.
4. Provide sexual health education and counseling regarding HIV/STI infection, transmission, prevention, and testing.
5. Collect specimens for STI screening, and coordinate processing for lab pick up.
6. Support in the preparation and disclosure of test results.
7. Assist the on-site Nurse Practitioner with medical examinations, consultations, treatment documentation, patient-delivered partner therapy (PDPT), and clinic maintenance.
8. Attend continuing education and training seminars, in-service training, and other professional opportunities to stay abreast of relevant literature and maintain familiarity with trends/changes in prevention services.

## **II: MINIMUM QUALIFICATIONS**

- Current and unrestricted California Registered Nurse License
- 1-2 Years experience as an RN
- Strong clinical skills and a minimum of 6 months of clinical experience is required; prior experience in LGBT or sexual health healthcare preferred
- Have the ability to work weeknights (Monday and Friday) until 9:00 PM.
- Availability to work Saturday 9:30 AM to 4:00 PM.
- Ability to pass FBI background check.
- Must have access to reliable transportation, a valid driver's license, and a driving record that will support The Center's liability insurance provider.

## **III: PREFERRED QUALIFICATIONS**

- Bilingual/fluent (can read, write, and speak) in English and Spanish.
- BCLS and/or ACLS
- One year of HIV or Sexually Transmitted Infections (STIs) healthcare experience is preferred.

## **IV: COMPENSATION**

- The hourly rate for this position is \$40.
- Part-time position: 16 hours per week with opportunities for growth
- Benefits include (paid sick time and holidays)
- Optional benefits include (critical life/illness and legal insurance)

**V: AFFIRMATIVE ACTION STATEMENT**

The LGBTQ Center Long Beach (The Center) is an Affirmative Action/Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and any other characteristic(s) protected under local, state, or federal laws in any of its hiring practices and activities. The Center reviews and decides on all qualified candidates without regard to any of these characteristics.

**VI: HOW TO APPLY**

Please submit a **cover letter**, **resume**, and three professional references, to Ismael Salamanca, Director of Health Services, by email to [isalamanca@centerlb.org](mailto:isalamanca@centerlb.org)

The department may not consider incomplete application packets