



## Reno-Sparks Indian Colony Position Description

**Title:** Ancillary Services Manager  
**Class:** Management  
**Status:** Regular Full-time  
**Supervisor:** Director, Health and Human Services

**Department:** Health and Human Services  
**FLSA:** Exempt  
**Pay Grade:** M31 (\$32,303-\$45,225)  
**Subordinates:** Clinic Reg. Nurse  
Clinical/QA Reg. Nurse  
Community Health Nurse  
Licensed Practical Nurse  
Lab Assistant/Phlebotomist

**Cost Center Name:** Health and Human Services  
**Effective Date:** August 10, 2007

**Cost Center Code:**  
**Position Number:**

### Position Summary:

The Ancillary Services Manager provides professional nursing services within the scope of her/his license and training by either directly providing or supervising staff in the provision of health care to patients in the clinic.

### Duties and Responsibilities:

1. Provide direct supervision of professional and paraprofessional staff, which includes Clinic Registered Nurse, Community Health Nurse, Licensed Practical Nurses, Medical Assistants, Lab Phlebotomist and Optometry Technician. Make recommendations for new hires, evaluating, discipline and recommending termination of subordinates, assessing staffing requirements, schedules, and training/skills improvement.
2. Ascertain the licensure, scope of practice, and competency of the staff under his/her supervision and maintain scope of practice for assigned staff consistent with applicable regulatory agencies and clinic goals and objectives relative to improving service population overall health.
3. Provide direction in formulating, interpreting, and carrying out policies and procedures, which maintain or create safe and effective systems for nursing care in the clinical, home, and community settings.
4. Maintain program accountability through accurate reporting and documentation on patients, program activities, audit procedures, and personnel under his/her supervision.
5. Develop or provide educational programs related to health for clinic staff.
6. Provide orientation to each new clinic employee regarding employee health policies/requirements and review/update yearly.
7. Provide care to patients in the clinic setting utilizing nursing assessment, education, counseling, and other health measures as needed. Coordinate services for patients with medical, ancillary, and community resources as necessary.

8. Determine the priority of needs for each patient or group of patients seeking medical or nursing care. Provide for these needs either by direct patient care, assisting in the care, or delegating the care to other qualified personnel based upon assessment.
9. Responsible & accountable to maintain adequate inventory of medical and nursing supplies for the clinic operations, and to order such supplies to carry out medical and nursing program operations.
10. Other duties as assigned.

**Minimum Qualifications:**

- A. Graduation from an accredited college or university with either an Associates Degree in Nursing or a Baccalaureate Degree in Nursing preferred.
- B. Current license to practice as a registered nurse in the State of Nevada.
- C. Two years of supervisory experience in a multi-discipline clinical setting.
- D. Knowledge of principles and practices of nursing as applied to community health practice, preventive medicine, and sanitation.
- E. Demonstrated ability to develop and implement clinical nursing activities.
- F. Proven experience to work effectively with individuals and/or families to assist them in satisfactory solution(s) to health relationships with others.
- G. Ability to analyze situations accurately and take effective action.
- H. Confirmed ability to effectively communicate both verbally, and in writing to various individuals, cultures, and groups.
- I. Authenticated ability to develop and implement training programs for individuals, groups, and staff.
- J. Valid Nevada driver's license.
- K. Ability to meet the physical demands of walking, standing, some lifting during the performance of normal duties.
- L. Indian Preference applies.