



## **RN Clinic Supervisor – Physician Specialties Portage, WI**

### **Position Summary**

Oversees and manages the day-to-day operations and delivery of quality patient care services in the clinics, to include General Surgery, Orthopedic Surgery, Podiatry, OH/PMR, Ophthalmology, and OB/GYN. Additionally the management of Central Registration at the Wellness Center and oversight of the Joint Journey.

### **Company Description**

Divine Savior Healthcare has a rich history and a positive influence in our community. We have been given a unique opportunity to provide quality care to our surrounding area by the [Sisters of Divine Savior](#). Combining their mission with our medical expertise, we have developed a unique facility that puts the care of the patient, mind, body and soul, as the pivotal cornerstone for our success.

With determined staff and dedicated volunteers, we offer our services to you regardless of age, background or even your ability to pay. As mentioned in our [mission statement](#), caring for life is our reason for living, and we guarantee each one of our staff members will strive to uphold that commitment to you on your journey to health.

Divine Savior remains committed to continual improvement and is proud of our rich history and even brighter future. We encourage you to explore the options below to learn some of our amazing background and core beliefs. There are few facilities as well-rounded and complete as Divine Savior Healthcare. We firmly believe that the more you learn about us, the more pleased you will be to have us as such a pivotal part of your community.

### **Essential Duties and Responsibilities**

1. Directs staff and schedules work to facilitate effective and efficient patient care.
2. Establishes and maintains effective, collaborative relationships with providers and other departments.
3. Assists with interviewing, hiring, developing and evaluating staff according to established procedures.
4. Acts as fill-in for all non-provider clinical roles as necessary for the safe and efficient operations of the clinics.
5. Supervises the use and maintenance of medical equipment, supplies and medications.
6. Provides and ensures that direct patient care including assessing patient needs, developing plan of care, implementing treatment is performed. Ensures that accurate documentation is complete.

### **Required Position Qualifications**

1. Education
  - a. Associate's or Bachelor's degree from an accredited Nursing program.
2. License
  - a. Current Wisconsin License as a Registered Nurse.
3. Work Experience
  - a. Minimum of 2 years' experience as an RN.
  - b. Supervisory and/or management training and skills required .

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