Job Title: Clinical Nurse Manager  
Job ID: BC7-2015  
Location: Brooklyn College Health Clinic (BCHC)  
Full Time: 35 hours / week

The Brooklyn College Health Clinic (BCHC) seeks a dynamic, adaptable and organized Clinical Nurse Manager to join our dedicated, passionate, collegial team.

The BCHC is a non-profit primary care, outpatient facility serving a non-traditional population of largely underinsured college students.

This is a full-time (35-hours/week), 12-month, student-fee-funded position. Specific responsibilities for the Clinical Nurse Manager include collaboratively working with BCHC director and other staff members to perform nursing and managerial duties.

Nursing:
- Triage to evaluate patient care needs, prioritize treatment, maintain patient flow;
- Review charts, take histories, perform physical assessment, obtain vital signs and perform other medical tests as indicated; phlebotomy a plus;
- Offer non-judgmental health education and counseling;
- Provide immunizations and treatment within scope of practice as defined by NY State law.

Administration:
- Organize and oversee staff schedules and supervise support staff;
- Oversee budgets and inventory, preparation of progress reports, educational materials, and outreach to the campus community;
- Assist with the development and update of content for BCHC website and implementation of other technologically relevant resources;
- Perform general office and clinic administrative duties as needed, such as answering telephones, entering data, greeting and scheduling patient appointments;
- Represent the BC Health Clinic at meetings in the absence of the Director.

Qualifications:

The Clinical Nurse Manager will:
- Maintain current NYS RN license.
- Have, at minimum, 3 years’ experience as an RN in a primary care setting; prior work with adolescents and young adults a plus.
- Demonstrate excellent organizational abilities as well as strong oral and written communication skills. Applications without letters of interest will not be considered.
- Have a Bachelor’s degree in nursing or another relevant field, with educational or experiential background in public health, health education, or management.
- Be computer literate with the ability to promote patient education and clinic outreach materials.

Salary: $71K - $83K plus benefits; commensurate with experience and qualifications.

This is a student-fee funded position and a temporary, full-time assignment with the possibility of permanent employment.

To learn more about the Brooklyn College Health Clinic, visit [http://brooklyn.cuny.edu/healthclinic/](http://brooklyn.cuny.edu/healthclinic/).
**How to Apply:**
To be considered for this position, please email or fax a cover letter (referenced Job ID BC7-2015), resume and contact information for three references to:

Ilene Tannenbaum, NP  
Director, Brooklyn College Health Clinic  
**Email:** [ILENET@brooklyn.cuny.edu](mailto:ILENET@brooklyn.cuny.edu) or **Fax:** 718-951-5869

**Closing Date:**
Open until filled. Review of applications will begin immediately. Recruiters & phone inquiries are strongly discouraged.

Brooklyn College is an EO/AA Employer.