

Job description

Job Overview:

Are you a dynamic and organized individual who loves the fast-paced world of healthcare? We're on the hunt for a Nurse Manager to lead our team and ensure the smooth operation of our beautiful, brand new Ambulatory Surgical Center. As the Manager, you'll be the go-to person for providing physicians with all the resources they need to deliver excellent patient care while meeting our financial goals.

Key Responsibilities:

Make patient care your top priority by developing and implementing procedures that focus on quality, safety, and patient comfort.

Create seamless admission and discharge processes to ensure patients have a smooth experience.

Be a cost-saving superhero! Conduct research, find ways to reduce expenses, and put your money-saving plans into action.

Stay on top of patient care by constantly assessing and reporting any issues to the team.

Team up with the Practice Administrator to create a positive work environment with consistent personnel policies.

Be a mentor and role model to your team, guiding them to reach their full potential.

Embrace innovation. Strategically plan and recommend new initiatives for continuous improvement.

Use your keen eye to hire exceptional employees who will contribute to our success.

Support your team's growth and development through continuous monitoring, coaching, and evaluation.

Stay compliant. Ensure everyone follows policies, procedures, and regulatory requirements to a tee.

Build strong relationships with physicians, employees, managers, and vendors, fostering collaboration and outstanding patient care.

Uphold our positive image by delivering outstanding service and professionalism in all interactions.

Keep an ear to the ground by monitoring patient feedback and resolving any issues that arise.

Be ready to take on additional responsibilities as needed to support the growth and success of our organization.

Qualifications

Education: Graduate from an accredited School of Nursing, with a focus on Nursing or Health Care Administration. A Baccalaureate or Masters Degree is highly desirable.

Certification/Licensure: Current Maine State Nursing License, CPR certification for Health Care Providers.

Experience: At least two (2) years of nursing management experience, ideally in an operating room setting. Previous experience in ophthalmology is a plus. Familiarity with Medicare certification through Joint Commission is valuable. Experience with electronic health records in an Ambulatory Surgery Center (ASC) setting is preferred.

Skills: Exceptional organizational and interpersonal communication skills. Ability to juggle multiple priorities with ease. Strong reading and writing skills for various professional resources. Confidence in presenting information and responding to inquiries from different groups.

Physical Requirements: Good hearing and clear communication skills in person and over the phone. Visual acuity for effective job performance. Physical agility for bending, reaching, standing,

walking, and occasional heavy lifting. Willingness to work in a clinic and/or operating room environment.

If you're ready to take charge and lead Riverside Eye's Surgery Center with enthusiasm, we want to hear from you! Send us your resume and a brief note telling us why you're the perfect fit for the ASC Nurse Manager role. Join our team and be a part of our mission to deliver exceptional patient care in a supportive and vibrant environment.

Role can be full-time or part-time

Benefits:

- 401(k)
- Bereavement leave
- Dental insurance
- Disability insurance
- Employee discount
- Free parking
- Health insurance
- License reimbursement
- Life insurance
- Paid holidays
- Paid time off
- Paid training
- Professional development assistance
- Uniform allowance

- Volunteer time off

Schedule:

- Day shift
- No weekends

Work setting:

- Ambulatory surgery center
- In-person

Ability to commute/relocate:

- Lewiston, ME 04240: Reliably commute or planning to relocate before starting work (Required)

Education:

- Associate (Required)

Experience:

- Nursing: 5 years (Required)

License/Certification:

- BLS Certification (Preferred)
- RN (Required)