**NURSE JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: Mercy Miami Hospital

**Address**: 3663 S Miami Ave, Miami, FL 33133

**Phone**: (555) 555-5555

**E-Mail**: staff@mercymiamihospital.com

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Administrative

**Reports to**: Deborah Kissinger

**Job Location**: Emergency room, main hospital

**Start Date**: July 15th, 2021

**Job Type**: [ ]  Full-time [x]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: 18 Hours per week

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| **JOB DESCRIPTION** |

Mercy Miami Hospital is seeking all candidates for an open Administrative Nurse position for the emergency room dept. The nurse will be required to property staff and handle the scheduling for the nurses in the emergency, trauma, and surgery areas.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Conducting performance reviews
 | * Handle patients and their relatives
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| * Managing staff
 | * Training nurses and staff
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| * Handling all scheduling
 | * Skills in modern medical software
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Florida Board of Nursing License
 | * Skills in modern medical software
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| * 5 to 10 years’ experience
 | * Able to work in a team environment
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