**NURSING EMPLOYMENT OPPORTUNITY**

*The Endoscopy Center of Long Island is looking for an RN to join our management team. This manager will assist in all aspects of Center function.*

**The Responsibilities and Duties Include:**

* Coordination of patient and staffing schedules
* Supervise and direct staff assignments and tasks
* Participate in orientation, maintenance of annual competencies and annual performance evaluations.
* Disciplinary process
* Maintenance of a clean, safe environment
* Ensure adequate supply availability
* Facilitate communication through daily huddles and regular staff meetings
* Collaborate with physicians and multidisciplinary professional staff and Center consultants
* Review Policies and Procedures annually, update and create when needed
* Assist in collection of data
* Ensure safe operation of equipment, ensure emergency equipment is available and properly functioning, troubleshoot malfunctions

**Requirements:**

RN License

BSN preferred

5 + years nursing experience

Able to work efficiently

Strong leadership skills and able to work collaboratively with the team

Excellent customer service skills

Sunday availability

Please see Susan if interested