



Community Volunteers in Medicine - JOB DESCRIPTION

Date posted: October 29, 2025

Pay: \$80,000.00 - \$87,000.00 per year

Job description:

Job Description: Bi-Lingual Transitions in Care Nurse

Reports To: Director of Nursing

Job Summary:

The Transitions in Care Nurse is a full-time member of the Community Volunteers in Medicine (CVIM) clinical team. This position supports CVIM's *Patient Education and Navigation Services (PENS)* initiative, which strengthens healthcare partnerships and enhances care coordination for underserved patients.

The nurse's primary responsibility is to facilitate smooth transitions for patients discharged from hospitals, emergency departments, and specialty care—ensuring timely follow-up, medication reconciliation, and access to needed resources. This role also integrates public health principles, promoting preventive care, immunizations, health screenings, and patient education across CVIM's service areas.

Working closely with hospital partners, CVIM clinicians, social workers, and community agencies, the Transitions in Care Nurse provides direct patient outreach, coordinates follow-up appointments, and helps patients establish a long-term medical home at CVIM or with community providers. The overall goal is to improve health outcomes, reduce preventable readmissions, and strengthen CVIM's community impact.

The clinic operates Monday through Friday from 8am–4pm, with two evening clinics per week and one Saturday per month. Microsites currently operate Fridays in West Grove and Tuesdays in Coatesville. The nurse works primarily at the West Chester location, with some shifts in West Grove and/or Coatesville.

Key Responsibilities: (Population Health and Public Health)

- Coordinate transitions of care for patients discharged from hospitals or emergency departments to ensure safe and timely follow-up with CVIM or community providers.
- Conduct post-discharge outreach calls to review discharge instructions, reconcile medications, assess patient status, and identify barriers to recovery.
- Collaborate with CVIM's bilingual medical and social work staff to connect patients to insurance resources, medications, and ongoing primary or specialty care.
- Serve as a liaison between CVIM and hospital case management teams to facilitate smooth handoffs and information exchange.
- Assess healthcare trends and outcomes within CVIM's patient population to identify disparities and guide targeted improvement initiatives.
- Promote preventive health through education, immunizations, and health screenings, in alignment with CVIM's expanding public health initiatives.

- Provide culturally and linguistically appropriate education to patients and families on chronic disease management, medication adherence, and preventive care.
- Record and analyze medical and population health data to monitor trends, outcomes, and opportunities for program enhancement.
- Participate in the design and implementation of quality improvement and professional development activities related to transitions of care and population health.
- Engage in community outreach to strengthen partnerships with hospitals, local health departments, and other organizations to improve access and coordination of care.
- Refer patients to appropriate community services and external providers when needed, ensuring follow-up and continuity.
- Support CVIM's mission by promoting health equity, reducing preventable hospitalizations, and enhancing long-term health outcomes for underserved populations.

Qualifications:

- Education: Graduate of an accredited School of Nursing (RN or LPN); Bachelor of Science in Nursing (BSN) preferred.
- Licensure: Current Nurse (RN or LPN) license in the Commonwealth of Pennsylvania.
- Experience: Minimum of three (3) years of nursing experience, preferably in community health, case management, hospital discharge planning, or transitions of care.
- Clinical Knowledge: Strong understanding of chronic disease management, health promotion, preventive care, and medication reconciliation.
- Public Health Competencies: Experience with patient education, immunization initiatives, and community outreach programs preferred.
- Communication Skills: Excellent interpersonal and communication skills with the ability to engage effectively with diverse patient populations, hospital partners, and community agencies.
- Cultural Competence: Commitment to providing equitable, compassionate care to uninsured and underserved populations in a culturally sensitive manner.
- Technology: Proficient in electronic health records (EHR), Microsoft Office Suite, and data tracking systems for quality improvement.
- Teamwork: Ability to work collaboratively within an interdisciplinary team while also functioning independently.
- Other Requirements: Reliable transportation for occasional off-site assignments at CVIM microsites (West Grove and Coatesville). Bilingual ability (English/Spanish) strongly preferred.

Hours and Location:

- Standard 40 hours per week, with flexibility for evening and occasional weekend hours.
- On-site in West Chester, PA and Microsites.

Physical Requirements:

- Ability to remain in a stationary position (sitting/standing) for extended periods.
- Ability to move about the workplace to access files, equipment, and meet with staff.
- Ability to operate a computer and other office equipment.
- Ability to lift and move up to 20 pounds occasionally.
- Ability to travel locally, transporting materials and equipment for event execution.

- Must be able to perform essential job functions with or without reasonable accommodation.

About CVIM:

Community Volunteers in Medicine (CVIM) is a free healthcare center providing high-quality, comprehensive, and compassionate healthcare to low-income uninsured workers and their families. Based in West Chester, PA, we work to address health disparities in the Chester County region. Our workforce includes a core group of paid staff and hundreds of skilled volunteers. We work together in a welcoming, positive and collaborative environment to meet community needs and deliver patient-centered care. Our success relies on philanthropy, volunteerism, and community partnerships.

CVIM provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state or local laws.

Job Type: Full-time**Language:**

- Spanish (Required)

License/Certification:

- RN License (Preferred)
- LPN (Preferred)

Work Location: In person