

Primary Care Clinic Nurse (9139C) University Health  
Services 80467  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261260>

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Posted Aug. 18, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Primary Care Clinic Nurse (9139C) University Health Services 80467
<b>Department</b>	University Health Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 18, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Services
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**Job Description**

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**Primary Care Clinic Nurse (9139C) University Health Services 80467**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with up to 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

UC Berkeley's University Health Services (UHS) is a fully accredited comprehensive university health service providing primary medical care, counseling and psychological services, and innovative health promotion programs for students, faculty and staff. UHS provides on-campus medical care and coordinates supplemental needs for off-campus care through a network of community specialists and hospitals. The Clinical Services Program within the UHS includes urgent care, primary care and specialty clinics, laboratory, pharmacy, physical therapy, radiology, and a major medical insurance plan.

Approximately 65,000 visits occur annually including Primary Care, Urgent Care, Occupational Health and Specialty Clinics. Services are designed to enable students to get the most from their educational experience, minimizing the impact of illness, injury and emotional distress on their academic careers. Medical care and wellness programs for faculty and staff are designed to meet their occupational health needs and minimize lost work time. These visits generate ancillary encounters with the Radiology, Clinical Laboratory, Physical Therapy and Pharmacy departments. The Counseling and Psychological Services department sees an additional 15,000 visits per year.

## Application Review Date

The First Review Date for this job is: 8/28/25. This job will remain open until filled.

## Responsibilities

### I. PATIENT CARE AND TRIAGE

Using the nursing process develops, interprets, implements, evaluates and documents a plan of care for patients consistent with UHS policies, procedures and guidelines. Patient care may be provided in

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person, by telephone, and by electronic means.

A. Employ triage techniques to identify existing or potential health problems (physiological and psychological) and formulate a plan of care.

1. Establish a priority of care for patients and route patients appropriately. Demonstrates confidentiality, sensitivity and concern during all patient interactions.
2. Recognize symptoms and diagnostic test results that deviate from normal. Follows through on abnormal findings in a timely manner, using appropriate resources.
3. Consults appropriately with MD/NP or supervisor.
4. Documents nursing assessments and interventions clearly, legibly, accurately, concisely, and consistently in accordance with UHS policy.
5. Provides appropriate patient teaching, health education and related counseling.

B. Provides direct patient care utilizing nursing skills and protocols.

1. Initiates diagnostic tests as appropriate and according to applicable protocol.
2. Administers medications and treatments.
3. Assists in the preparation and treatment of patients.
4. Takes medical histories, examines, assesses and counsels patients on basic health problems according to protocol, e.g. URI, allergy testing, pregnancy testing, etc.
5. Provides case management, maintains reminder systems to assure continuity of care.

## II. ORGANIZATIONAL RESPONSIBILITIES

Demonstrates a positive, constructive attitude that facilitates achieving UHS goals and objectives.

A. Adheres to principles of quality, customer oriented standards.

1. Demonstrates professionalism, courtesy, and sensitivity in all interactions with patients and staff.
2. Documents and refers administrative inquiries, patient complaints/concerns to appropriate supervisors.
3. Knowledgeable of patient rights and responsibilities, rules of confidentiality and patient privacy.
4. Maintains patient records appropriately including confidentiality, legibility and completeness of notes. This includes written and electronic records.

B. Implements University and UHS policies and procedures.

1. Knowledgeable of UHS departments, services, locations.
2. Knowledgeable of operational, administrative, business, and personnel policies.
  - a. Detailed knowledge of Clinical Services policies and procedures.

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C. Works collaboratively with Health Services staff following a team approach.

1. Demonstrates flexibility and adaptability as health care practices and related technology change.

### III. LEADERSHIP/PROFESSIONAL GROWTH

A. As a nursing professional demonstrates an ability to communicate knowledge both formally and informally.

1. Anticipates educational needs of patients.

a. Provides written resource materials.

b. Documents instruction and patients' response to same.

2. Collaborates with other disciplines in planning, developing, implementing and evaluating patient education materials.

3. Participates in the orientation of new employees; may act as a preceptor providing instruction and guidance in a positive manner.

B. Contributes to the improvement of nursing practice.

1. Demonstrates and supports professionalism in nursing practice.

2. Takes responsibility for own educational needs.

3. Participates constructively in staff meetings.

4. Participates in nursing committees and the development of nursing protocols.

5. Assists in identifying nursing staff learning needs and issues in nursing practice, and may be asked to prepare materials to share with other nurses.

6. Actively contributes to Quality Improvement activities.

7. Facilitates team problem solving.

8. Facilitates problem solving by the contribution of constructive concerns and/or ideas for improving efficiency and working relations.

### IV. WORK HABITS

A. Organized and able to prioritize workload.

1. Assures timely patient care.

2. Contributes to productivity of unit.

3. Maintains timely and effective communications and coordinates clinic and patient care functions with staff.

4. Able to work under pressure calmly and efficiently.

5. Maintains a clean and well organized work area.

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B. Knowledgeable in Health, Safety, and Emergency Preparedness policies and procedures.

1. Knows emergency/disaster plan.
2. Knows use and location of emergency equipment at a level appropriate to the assigned unit.
  - a. Initiates basic CPR as needed.
  - b. Initiates BLS as appropriate to training and resources.

C. Demonstrates understanding of and consistently follows Standard Precautions.

1. Implements UHS Universal Precautions, Body Substance Isolation and Infection Control policies.

D. Adheres to hours of work and payroll responsibilities.

1. Demonstrates flexibility in work schedules and daily assignment.

## Required Qualifications

### Licenses & Certifications

- Valid California RN license
- Current BLS certification

### Knowledge, Skills & Abilities

- 3 years of experience in Clinical nursing.
- Ability to work independently.
- Knowledge of outpatient care and principles of telephone triage.
- Excellent communication skills and the ability to establish patient trust over the telephone and in person.
- Ability to obtain an adequate health history.
- Knowledge of outpatient care and principles.
- Excellent assessment skills and the ability to recognize deviations from normal findings over the telephone and in person.
- Knowledge, skills, and ability to work with psychiatric-related calls and drop-in visits.
- Ability to use auditory and body-language cues to make an appropriate assessment and triage decision over the telephone and in-person.
- Working knowledge of insurance plans especially the Student Health Insurance Plan (SHIP).
- Working knowledge of existing resources, including use of designated consultants, to give appropriate advice, make an appropriate referral or Triage decision (such as in-house department referrals and outside referrals to local Emergency Rooms, Urgent Care Centers,

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shelters).

- Ability to work under pressure calmly, effectively, and efficiently, coping with variable workloads, intermittent delays and emotionally charged situations.
- Ability to document calls and drop-in visits appropriately, concisely, and clearly including patient identifying information, relevant history, assessment, and advice given including the disposition.
- Ability to assess normal versus abnormal laboratory, radiology, and outside test reports and make appropriate decisions based on those results and with appropriate consultation.
- Ability to assist patients and their clinicians with appropriate case-management situations that may involve assisting with referrals and follow-up consultations.
- Experience working with electronic medical records.
- Knowledge, skill, and ability to provide emergency intervention.
- Ability to anticipate patient flow and/or scheduling problems/conflicts and intervene affectively.

### **Preferred Qualifications**

- 5 years of experience in Clinical nursing.
- Bachelor's Degree

### **Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted hourly range that the University reasonably expects to pay for this position is \$64.32 (Step 1) - \$78.40 (Step 11).
- This is a 80%, full-time (32 hours per week), partial-year career position that is eligible for full UC benefits.

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- This position is non-exempt and paid bi-weekly.
- This is a partial year career appointment where an incumbent works for a portion of the year, often with regularly scheduled periods of furlough, unpaid time off.  
A furlough is established with regularly scheduled periods during which employees are not at work. Such scheduled periods need not be consecutive in time.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Other Information**

- This is not a visa opportunity.
- This position is governed by the terms and conditions in the agreement for the Nurse Unit (NX) between the University of California and the California Nurses Association (CNA). The current bargaining agreement manual can be found at:  
<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/nx/index.html>
- Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **Equal Employment Opportunity**



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The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

### **Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

N/A



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