

PART TIME POSITION

American Clinic Tokyo

Industry: Medical
Position: Outpatient Nurse
Date of posting: June 1st, 2024

Basic Company Information:

Established in 1954, American Clinic Tokyo serves the English-speaking population in Japan, offering Primary Care, Psychiatry, and Psychology. The team comprises three General Practitioners, a Psychiatrist, and a Psychologist. The clinic is located in Akasaka near the US embassy and extends its online services throughout Japan.

Hourly Wage and Other Benefit:

- ★ Hourly wage starts from 3000 yen per hour. Nurses are expected to work independently without supervision (Under 20 hours per week).
- ★ Will be considered for Full-Time employment (Over 20 hours per week), if qualifications, experience, and a strong cultural fit is confirmed. Must possess the necessary skills, motivation, problem-solving skills, and the will to contribute positively to the organizations success.
- ★ Nurses in training can build strong ties, connections for further studies abroad by demonstrating consistent dedication and ethics.

Requirements:

- ★ Bilingual (Native level American English required. Conversational Japanese required.)
- ★ Must have Working Visa and a Japanese Nursing License.
- ★ Excellent reading, writing, and communication skills (ie. Interpreter).
- ★ Must demonstrate a firm commitment to training, personal development, and a minimum tenure exceeding one year.

Responsibilities:

- ★ All required tasks as an Outpatient Nurse (Including, but not only, drawing blood, vaccine scheduling for travelers, handling complex physical examinations, addressing patient needs, communications with other medical facilities and pharmacies, answering incoming emails, answering phone calls, following infection control protocol, cleaning, stock management, education/training, etc.)
- ★ Assisting patients to local pharmacies, clinics, and hospitals when required. Coordinating American Clinic Online services out-of-hours if required.

Contact Information:

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