

JOB DESCRIPTION

Position Title: Nurse Practitioner

Written: August 2022

Reports To: Medical Director

Department: Clinical Operations

Type: Professional - Exempt

POSITION PURPOSE:

Under general supervision of the Medical Director, the Nurse Practitioner provides services in the full role of nursing including the overlap between nursing and medicine as they relate to quality practice, education, consultation and collaboration for improving the delivery of health services.

QUALIFICATIONS:

A qualified applicant has graduated from an accredited school of nursing and possesses a current license to practice as a Registered Nurse Practitioner in the State of Michigan. Bachelor's degree in Nursing. Pass state licensing exam for nurses. Minimum of 2 years practical experience working as a nurse practitioner. Master's degree in Nursing. Pass additional state licensing exam for family nurse practitioners. Must have excellent written and verbal communication skills, as well as the ability to assess situations and act quickly. Candidate must be able to operate patient care and office equipment. Candidate must maintain current CPR certification. Valid Michigan driver's license is required. Ability to pass a state background check required.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The Nurse Practitioner provides a variety of family medical health services:

- Initiating health care treatment for health care management, therapeutic interventions, and prescribing medication
- Providing detailed information to patients regarding treatments, possible side effects, aftercare instructions, aftercare maintenance, or preventative care methods
- Ensuring complete and accurate documentation of patient information and treatments for patient charts and medical records
- Vaccinating patients to prevent or treat diseases
- Using comprehensive knowledge to assess patients by diagnosing diseases, disorders, or conditions

- Presenting professional guidance to other health professionals and working autonomously with other interdisciplinary health care professionals
- Provides education to patients regarding health risks, preventive care, diet, exercise and overall health maintenance
- Shows working knowledge of pharmaceuticals, side effects and potential problems with medicine combinations
- Possesses a high level of social perceptiveness
- Has the ability to recognize signs of physical and emotional abuse in a patient
- Recognizes signs of substance abuse or addiction and takes steps to get patient into an appropriate treatment program
- Displays exceptional customer service skills
- Other duties as assigned.

WORKING CONDITIONS:

1. Must be able to work a flexible schedule (per agency requirements).
2. Ability to work autonomously and be responsible for quality measures and outcomes.
3. Times of prolonged computer related exposure.
4. Exposure to communicable diseases and unhealthy populations, as well as disturbing and uncomfortable issues or matters contrary to personal beliefs.
5. Demonstrated ability to work effectively as a team with staff from various areas of responsibility.
6. Self-motivated and able to work in a quick paced environment.
7. Ability to plan and manage tasks in a timely manner.
8. Excellent communication and interpersonal skills.
9. Knowledge of computer technology, word processing and excel.
10. Ability to learn Electronic Medical Record and State reporting systems.
11. Ability to educate staff, children and families.

EXEMPT STATUS:

This position is exempt from overtime pay provisions of the Federal Fair Labor Standards Act.

The above job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.