Job Title

Nurse Practitioner

Department | Reports To | FLSA Status | Prepared By | Approved By | Last Modified
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Clinical | CMO | Exempt | Human Resources | Director of Operations | 2019-07-09

Job Summary

- Under the direction of the Chief Medical Officer, the Nurse Practitioner works as a member of an interdisciplinary health care team and is able to provide complete clinical care to patients of all abilities. Familiarity with working within a FQHC Family Practice.

General Accountabilities

- Prescribes or administers specialized medical care to treat or prevent illness, disease, or injury.
- Gathers complete medical history and performs a physical exam on each client.
- Performs pap smears, breast examinations and other medical services as needed.
- Monitors patient’s conditions and progress and reevaluates treatments as necessary.
- Review results of lab test and diagnostic imaging and arranges appropriate follow-up.
- Explains procedures and discusses test results or prescribed treatments with patients.
- Orders lab tests, screenings, and diagnostic procedures.
- Documents all information timely using an Electronic Medical Record system.
- Advises patients on diet, activity, hygiene, and disease prevention.
- Refers patients to medical specialists or other practitioners when necessary.
- Participates in chart reviews and quality assurance activities as detailed in the Quality Assurance policies and procedures.
- Participates in provider meetings.
- Trains residents, medical students, and other health care professionals.
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- Equivalent to a Master’s degree from an accredited Nurse Practitioner or Physician Assistant Program.
- Must be Board Eligible or Board Certified in family practice.
- Must possess current DEA license and CPR certification (BCLS/ACLS).
- Bilingual in English / Spanish preferred.
- A minimum of 1-year experience in a FQHC preferred.
- Current CA Driver’s License with dependable automobile with insurance.
- Must be able to interact with people of various socioeconomic statuses and have the ability to address sensitive issues with tact and diplomacy.
- Must demonstrate strong communication skills in English and ability to speak Spanish is preferred.
- Ability to maintain patient confidentiality and adhere to HIPAA regulations.
- Possess an active medical license from the State of California with no pending or previous disciplinary action from any licensing entity.
Skills

- Excellent verbal and communication.
- Critical thinking
- Judgment and decision making
- Active listening
- Complex problem solving
- Service orientation
- Active learning
- Monitoring

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls, reach for hands and arms; and talk and hear. The employee must frequently lift and/or move up to lift 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job included close vision, distance vision, peripheral vision, depth perception and ability to adjust. Ability to work under pressure in a fast-paced environment and ability to handle and maintain patient confidentiality.

**Hours**: Universal Community Health Center is open Monday- Friday 7:30 am-4:30 pm. This is a Full-Time Exempt position, and the employee is expected to work an 8-hour-day, specific hours are flexible depending on the operational needs.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machine. Some traveling may be involved due to additional clinical responsibilities.

I have read and reviewed the Universal Community Health Center Nurse Practitioner job description I agree to perform the noted General Accountabilities listed above.

**How to Apply:**

To apply for this position please visit our website at: [http://www.uchcla.org](http://www.uchcla.org)