



POSITION DESCRIPTION

Date: 10/23/2023	Please check one: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised
Position Title: Primary Care Advanced Practitioner (NP or PA)	Pay Rate/Grade: \$125K – \$160K
Reports to: Chief Medical Officer	FLSA/ Work Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salaried
Direct reports: N/A	
Schedule: Clinic Hours: Monday – Thursday 8am-6pm, Friday 8am-5pm.	

Love what you do and do what you love....Harbor Community Health Centers is seeking Nurse Practitioners or Physician Assistants in Primary Care to join our team. HarborCHC is a trusted provider of state-of-the-art health services for men, women, and children throughout San Pedro, CA, and the surrounding Los Angeles and South Bay areas. Our mission is to provide quality, comprehensive healthcare, and supportive services to those in our community, regardless of their ability to pay.

Founded more than 50 years ago on the belief that every person of every age and income level should have access to the best healthcare options available, Harbor Community Health Centers is dedicated to providing cutting-edge healthcare services for residents of the San Pedro area, including preventive options like routine, school and sports physicals, immunizations, OB/GYN care, and health screenings, as well as treatment of both acute and chronic illnesses and diseases. Begun as the "storefront" Harbor Free Clinic in 1970, today the clinic features two locations in San Pedro – a general care clinic and a location dedicated to pediatrics.

JOB SUMMARY

The Primary Care Advanced Practitioner works as a member of an interdisciplinary health care team to provide quality comprehensive primary and preventive care to Harbor Community Health Centers (HarborCHC) patient.

EXPECTATIONS

- Adheres to all Harbor Community Health Center's (HarborCHC) policies and procedures.
- Conducts self in a manner that represents HarborCHC's core values at all times.
- Maintains a positive and respectful attitude with all work-related contacts.
- Communicates regularly with his/her immediate supervisor about departmental and HarborCHC concerns.
- Excellent oral and written communication skills.
- Ability to see the big picture, multitask, work well in teams, and be highly detailed orientated.
- Consistently reports to work prepared to perform the duties of the position.
- Meets productivity standards and performs duties as workload necessitates.

MISSION VISION AND VALUES

Our mission is to provide low cost, comprehensive high quality health care and supportive services to those in our community who do not have access to medical care.

Our vision is "Improving the Health and Well Being of our Community"

Our Core Values consist of Integrity, Compassion, Excellence, and Diversity, Equity, & Inclusion.

Employees must possess a strong commitment to the mission, policies, goals and philosophy of Harbor Community Clinic.

ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

Clinical Responsibilities

- Obtain health history and physical examinations.
- Order and interpret diagnostic and therapeutic tests relative to the patient's age, gender, and disease specific needs.
- Review incoming reports (labs, x-rays, EKG, consult notes, outside records) in a timely manner.
- Formulate treatment plan for acute and chronic medical conditions, provide preventive health services, arrange follow-up.
- Determine and prescribe medication, dosage, and schedule given the patient's condition and allergies.
- Provide health education to clinic patients to promote positive health behaviors and disease prevention.
- Arrange specialty referrals for services not provided by HarborCHC. Review referral/consultation reports and arrange appropriate follow-up.
- Consult with supervising physician whenever any questions arise as to the diagnostic evaluation or treatment plan.
- Provide back up for fellow providers as needed, which may include:
 - ✓ Responding to calls from pharmacies regarding prescriptions and refills.
 - ✓ Responding to calls from other physicians.
 - ✓ Responding to calls from patients requiring medical advice.
 - ✓ Reviewing lab results.
- Ensure that encounter notes are entered into the Electronic Health Record, and closed within 72 hours of the visit. Encounter notes should:
 - ✓ Reflect changes in the patient's condition and other significant information.
 - ✓ Include documentation of pertinent history, review of systems, and physical examination.
 - ✓ Indicate studies performed, and that results were reviewed and discussed with the patient.
 - ✓ Reflect the provider's thought process as to the patient's problems, diagnosis and treatment.
 - ✓ Specify medications prescribed by the provider.
 - ✓ Develop and maintain a current chronic problem list.
 - ✓ Inform the patient of the general nature of his/her medical problem, the general prognosis, and the nature and purpose of the proposed treatment and procedures
 - ✓ Include referrals to specialty services as deemed medically necessary.
 - ✓ Integrate recommendations made by specialists into the patient's treatment plan.
 - ✓ Reflect any pertinent attitudes or behavior on the part of the patient or family towards any aspects of care.
 - ✓ Include notation of the need for routine and preventative services including screening tests, periodic lab exams related to chronic disease care, and immunizations.

- ✓ Ensure compliance with coding standards as required by Medi-Cal, health plans and other regulatory agencies.
- Participate in HarborCHC's after-hours call system. On-call notes should be entered into the patient's chart within 72 hours.
- Promote patient satisfaction principles and foster an excellent environment for the patient and their family.

Other Responsibilities

- Use and disclose patients' protected health information only in accordance with the Health Insurance Portability and Accountability Act (HIPAA) standards.
- Promote a cohesive, cooperative working relationship with fellow providers which may include helping with excess patient loads.
- Actively participate in Harbor Community Clinic's peer-review and quality assurance activities to improve HEDIS, UDS and other quality metrics, including timely access to prenatal care, post-partum care, cervical cancer screening, breast cancer screening, immunization rates etc.
- Participate in provider meetings, staff meetings, and any other committee meetings as assigned.
- Ensures the proper and timely documentation of medical health records for clinical work and accurate billing.
- Other duties as assigned.

QUALIFICATIONS

Required education, experience and/or training:

- Graduate of an accredited Physician Assistant or Nurse Practitioner program.
- Active and unrestricted California Nurse Practitioner or Physician Assistant license.
- National certification as a Physician Assistant from the National Commission on Certification of Physician Assistants (NCCPA) OR as a Nurse Practitioner from the American Academy of Nurse Practitioners (AANP).
- Active and unrestricted DEA license.
- BLS certification
- At least two (2) years of experience in primary health care setting
- Familiarity with electronic health records (eClinical Works preferred)
- Must be able to interact with people of various socioeconomic statuses and have the ability to address sensitive issues with tact and diplomacy.
- Ability to multitask and prioritize projects.
- Ability to work independently and/or in a team collaborative setting.
- Excellent customer service, leadership and motivational skills.
- Excellent written and verbal communication skills.
- Ability to work with diverse populations.
- Treat all patients and colleagues with dignity and respect.
- Flexibility with schedule.
- Bilingual English/Spanish preferred.
- COVID-19 vaccination or qualifying medical/religious exemption required

Travel required or Special Conditions:

- Must have a reliable automobile for use on the job (mileage to be reimbursed);
- Subject to a criminal background check prior to employment;
- Must possess valid California Driver License;

- Must have and maintain State required automobile insurance coverage; and
- TB and post-employment physical clearance, to be renewed every year.

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 with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust.

Hours: HarborCHC is open Monday – Thursday 8am-6pm, Friday 8am-5pm. Specific hours flexible depending on operational needs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

HarborCHC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. HarborCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

DISCLAIMER

The above statements define this position as it currently exists and are intended to describe the general content of and requirements for this job. They are not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. HarborCHC is an at-will employer.

In addition, HarborCHC may change your duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), with or without cause or prior notice.

Employee Name

Date

Employee Signature