



BIENESTAR

JOB TITLE: Nurse Practitioner – Pomona

POSITION DESCRIPTION:

Under the direction of the Chief Medical Officer, the Nurse Practitioner will provide comprehensive direct primary care in accordance with protocols, policies, and procedures.

The Nurse Practitioner will ensure a high level of quality in delivery of patient services and provide leadership and supervision for other ancillary. In addition, this position will support staff to enhance their patient care skills.

DUTIES/RESPONSIBILITIES:

Patient Administrative:

- Participate in Quality Improvement initiatives, Quality Assurance assessments, peer review processes, performance evaluations, and maintain confidentiality.
- Participate in team meetings and administrative tasks as assigned by CMO.
- Actively review no-show visits and lab results.
- Review and implement guidelines and protocols as disseminated by administration.
- Respond to patient questions for medical advice, direct staff to schedule appointments.
- Execute appropriate and timely refill of patient medications.
- Participate or collaborate with marketing and other health education staff on education and patient recruitment health fairs.
- Maintain current knowledge-base and appropriate licensure and provides proof of Continuing Education activities and board certification activities to clinic administration.
- Maintain productivity and quality of care per BIENESTAR standards.
- Ensure compliance with license requirements as stated in Title 22.
- Perform miscellaneous job-related duties as assigned.

Communication:

- Create and maintain effective interpersonal relationships with all employees; keep employees informed of changes which may affect the work environment.
- Communicate effectively with all levels of staff throughout BIENESTAR by consistently utilizing and facilitating effective strategies to encourage collaborative problem solving and decision making.
- Troubleshoot difficult problems or situations and take independent action to resolve them.
- Exhibit behaviors and attitudes of courtesy and respect for all staff at the clinic in accordance with its mission and values.
- Establish and maintain effective and positive working relationships with representatives of outside agencies, government entities, vendors, as well as other clinical staff, volunteers, and staff; represent the clinic site when appropriate.
- Ensure patient confidentiality and complete discretion when discussing patient info.

Fiscal management:

- Practice cost-effective medicine by utilizing appropriate use of laboratory, radiology, and prescription utilization in line with clinic preferred laboratory and drug formulary.
- Complete documentation for clinic sessions in a timely manner ensuring accuracy and completeness to ensure the clinic can collect funds for the services.

LICENSE AND/OR CERTIFICATIONS:

1. Current DEA registration (all schedules) and a minimum of a BLS certificate.
2. Valid California Driver's License.
3. Family PACT clinician enrollment (preferred not required).
4. DATA Waived (preferred not required).

EXPERIENCE AND SKILLS PREFERRED:

1. FPACT, STI & PrEP experience preferred.
2. Competency in evaluating and treating general adult and pediatric ambulatory care.
3. Understanding of current medical, educational, and psychosocial intervention procedures.
4. Ability to perform clinical duties within guidelines in an organized and efficient manner.
5. Bilingual in English and Spanish with excellent verbal and written communication skills.
6. Ability to complete and maintain records in accordance with procedures utilizing an electronic health record system.
7. General computer skills in Microsoft Office programs (Word, Excel, etc.)
8. Must pass pre-employment background check and physical examination.
9. Straight pulling and pushing; reaching above shoulder; use of fingers; both hands required; walking and standing up to 8 hours; repeated bending; Ability for rapid mental and muscular coordination simultaneously; hearing aid permitted.
10. Must have a reliable form of transportation as travel to different sites within LA county is required.
11. Willingness to be trained in services such as PREP, HIV Primary Care, Transgender Health, Gay Men Health Care with costs to be arranged at the expense of Bienestar.

HOURS: Full Time – 40 Hours a Week OR Part Time – 16 Hours (2 days) a week.

Benefits for FULL TIME Employees: medical, dental, and vision insurance (Kaiser, Blue Shield of CA HMO or PPO paid by the employer after 90 days of employment), 403B Retirement Plan, and 14 Paid Holidays. Starting with 8 Hours a Week

EXEMPT/NON-EXEMPT: Hourly

SALARY: \$75.00 - \$90.00 commensurate with education and experience.

BENEFITS: Not Applicable for Part-Time Employees

Please submit a resume to: Hrjobs@bienestar.org