

JORDAN HEALTH

JOB DESCRIPTION

The health services that became the [Anthony L Jordan Health Corporation](#) (Jordan Health) began more than 100 years ago, in 1904. As one of the first 5 Federally Qualified Health Centers (FQHC) established in the nation, its roots are steeped in service to those who face barriers to health and health care, meeting their need for comprehensive medical, dentistry, behavioral health, and community services. Starting in northeast Rochester, NY, Jordan Health has since expanded to become a network of primary care offices and health centers serving residents living in three quadrants of [Rochester, NY](#) and in Canandaigua, N.Y.

Jordan Health is now seeking a **Nurse Practitioner** to provide preventative measures that protect the health and safety of patients; to strive to ensure that all health and safety standards and regulations are met in an effort to safeguard the health and well-being of patients; and to ensure access to preventative health and safety measures.

If you welcome the opportunity to apply your specialized experience and education in an environment where you can support staff whose mission is to make a difference and significantly impact our patients' quality of life, please consider our Nurse Practitioner opportunity.

<u>JOB TITLE:</u>	Nurse Practitioner
<u>REPORTS TO:</u>	Department Chief/Chief Medical Officer (Clinical Chief)
<u>FLSA (TBD by HR):</u>	Exempt
<u>JOB PURPOSE:</u>	Responsible for providing primary health care to patients and family in collaboration with physician, physician assistant and nurse practitioner colleagues. Functions as member of a medical team working together to provide comprehensive care and education to patient and family. Supervised and evaluated yearly by Department Chief and Medical Director. Specialty care and administrative duties as required

MAJOR RESPONSIBILITIES:

1. Obtains psychosocial and health history on patient
2. Completes physical assessment according to need and established clinical guidelines
3. Provides counseling specific to developmental needs including nutrition, substance use, risk reduction, family planning, school/work issues and family/relationship issues.
4. Manages common acute illnesses, chronic illness and health maintenance needs, using of clinical laboratory and diagnostic tests/imaging and procedures.
5. Helps to advocate for patients needs within the health care system and with community agencies
6. Refers to specialty services as appropriate
7. Participate in ongoing Quality Improvement and research projects
8. Assists Family Medicine staff in planning future activities of the Department, implementing and assessing Department activities
9. Assists in orientation and precepts graduate nursing students, residents, medical students and new staff as needed
10. Effectively uses technology and resources to accomplish job
11. Complies with NYS guidelines regarding licensing, prescriptions, record keeping

12. Attends department meetings

13. Performs related duties as required, delegated or requested.

- This position requires compliance with the Center’s Compliance Program, Standards of Conduct, and its written policies, procedures and protocols (collectively, the “Written Standards”). Such compliance will be an essential element considered as part of the annual performance evaluation criteria. Failure to comply with the Written Standards (which includes the failure to report any conduct or event that potentially violates legal or compliance requirements of the Written Standards) will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with the Center’s Compliance Program Policy and Procedure – Addressing Instances of Non-Compliance Through Appropriate Disciplinary Actions.

1. The job-holder is given:

Instructions	Constantly	Frequently	Infrequently	Seldom
a. Supervision				
b. Instructions				
c. discretionary authority				
d. Authority over others				

2. The working condition of the position is: (for example, outside, a typical office setting, etc.). Frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to clinical environment may routinely be encountered.
3. Physical requirements: Physical movements and degree of mobility normally associated with the practice of primary care medicine will be performed on a repetitive basis.

ACTIVITY	FREQUENCY			
	Constantly	Frequently	Infrequently	Seldom
Standing		X		
Walking		X		
Sitting			X	
Lifting			X	
Carrying			X	
Pushing			X	
Pulling			X	
Climbing				X
Balancing				X
Stooping				X
Kneeling				X
Crouching				X
Crawling				X
Reaching			X	
Handling			X	
Feeling			X	
Speaking		X		
Hearing		X		

Seeing		X		
Depth Perception		X		
Color Vision		X		
Repetitive Motion		X		

4. The mental demands for this position are: (such as, multi-tasking, ability to concentrate, balancing competing priorities, alertness, etc.)
Ability to concentrate, balancing competing priorities, alertness, high degree of analytic capabilities, excellent and persuasive interactional skills
5. The machines or equipment the jobholder is responsible for operating are: (examples: phone, fax, copier, computer, etc). All normal office equipment for a health care setting
6. The jobholder's work is reviewed by: _____

EDUCATION AND EXPERIENCE REQUIRED: Possession of a license to practice as a Nurse Practitioner in New York State.

LICENSES AND CERTIFICATIONS: Board eligibility or Board certification.

SPECIAL SKILLS, KNOWLEDGE REQUIRED: Ability to administer impartial treatment to a wide cross segment of the socio-economic spectrum; ability to work under conditions of stress; skill in interpersonal relationships. Proficiency in MS Office Applications (Word, Access, Excel, Power Point, Outlook) and eClinicalWorks or other electronic health record.

EDUCATION AND EXPERIENCE REQUIRED: Must maintain current ACLS training. Must obtain 100 credit hours of CME every two years as per NCCPA requirements. Must meet privileging requirements for Registered Physician Assistants.

New graduates will be considered. One to two years of inpatient medicine experience is desirable, Must demonstrate excellent clinical competence, good teaching skills and the desire to learn.

LICENSES AND CERTIFICATIONS: Graduate of an AMA approved PA program and board certification by the National Commission on Certification of Physical Assistant is required. Must possess a current NYS license.

EVALUATION:

Work frequently involves a high degree of mental fatigue associated with providing good medical care.

Author of job description: _____

Print Name

Signature

Date

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