

NEVADA URBAN INDIANS, INC.

JOB ANNOUNCEMENT

DESCRIPTION:

Under the supervision of the Chief Executive Officer (CEO) and the direct supervision of the Executive Director (ED) and Medical Office Administrator, the Family Nurse Practitioner (FNP) serves as an autonomous primary care provider in accordance with Nevada law. The FNP is solely responsible for managing a dedicated patient panel across the lifespan, from pediatrics to geriatrics. The ideal candidate thrives in an entrepreneurial, nurse-led environment and demonstrates clinical self-reliance, sound judgment, and strong decision-making capabilities without on-site physician oversight.

MINIMUM QUALIFICATIONS:

A Master's Degree in Nursing; licensure as a Nurse Practitioner and/or Family Nurse Practitioner as defined by the Nevada State Board of Nursing. Must be licensed as an RN; have one (1) year of nursing experience in adult health, family practice, or women's health care and prevention; and six (6) months clinical experience as a Nurse Practitioner experience preferred. Must have current Advanced Cardiac Life Support and/or Basic Life Support CPR certification; Nevada State Board of Pharmacy License Certification; and clean DEA licensure.

JOB DUTIES & RESPONSIBILITIES: duties and responsibilities may include, but are not limited to, the following:

- Conducts comprehensive physical examinations, diagnoses and treats patients, issues information, and initiates care to patients of all ages.
- Orders, reviews, and interprets laboratory results, x-rays, and EKG's, and develop immediate, autonomous care.
- Analyzes data collected to determine patient health status and identifies differential diagnoses based on patient history, physical examinations, and clinical findings as well as discusses results with patient.
- Prescribes, administers, and dispenses medication.
- Develop a plan of care, implementation of patient treatments, review of assessments, and discuss to patient and families on disease prevention, healthy lifestyle modifications, and self-care.
- Supervise and effectively delegate clinical tasks to medical assistants and support staff to maximize patient throughput (from intake, diagnose & treatment, to disposition).
- Coordinate and manage direct referrals to in-house substance abuse counselor, mental health counselor, registered dietitian, opioid program, victim service program, etc.
- Collaborate regularly with other clinical and administrative staff to ensure quality patient care.
- Maintain exact, timely charting via the Electronic Health Records (EHR) system. Ensure diagnostic and procedural coding matches independent insurance billing and Medicaid/Medicare reimbursement standards.
- May perform admission history & physical, document progress notes, and prepare discharge summaries as required.
- Evaluates assessment data to define health and developmental problems.
- May conduct quality assurance studies of chart documents and the quality of care provided to patients.
- Assists in preparing training materials for ongoing and continuing education courses.
- Assist with coordination and planning of organizational events. May assist with outreach activities and must have current auto insurance and valid driver's license or able to obtain one.
- Other duties as assigned.

BENEFITS: Established in 1975, we are a small nonprofit medical clinic and social services organization serving American Indians, Alaska Natives, and other underserved community members. We offer competitive wages and holidays starting on hire; employer-paid medical, dental, vision, and life insurance after 60 days at no cost for employees; a 403(b)-retirement plan; and paid time off beginning with 40 hours upon hire, increasing up to 160 hours.

SPECIAL NOTE: Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Title V, and Indian Health Service funded positions).