



**NEVADA URBAN INDIANS, INC.
JOB DESCRIPTION**

POSITION TITLE: Nurse Practitioner
STATUS: Part Time (8 – 16 hours per week, non-Exempt). Health insurance benefits at no cost will be available for employee who works 30 hours+/week
LOCATION: Reno
POSTING PERIOD: Open Until Filled
HOW TO APPLY: Submit a completed employment application, resume, cover letter, copy of licensed counselor, and copy of diploma to the address, fax, or email below. **Applicants who do not fill out the application and/or missing the required documents, will not be considered.**
Job application is available on our website

DESCRIPTION:

Job Summary: Under the administrative supervision of the Executive Director, and direct supervision of the Medical Director, the Nurse Practitioner provides patients with basic treatment of health problems. The Nurse Practitioner also provides assistance in promoting health education and positive lifestyles through promotion of the Women's Healthcare Programs.

MINIMUM QUALIFICATIONS:

Experience & Training Guidelines:

Completion of a nationally accredited Nurse Practitioner/Physician Assistant educational program; certification as a Nurse Practitioner and/or Family Nurse Practitioner as defined by the Nevada State Board of Nursing. Have one (1) year of nursing experience in adult health, family practice, or women's health care and prevention. A Master's Degree in nursing is desirable.

Must have current Advanced Cardiac Life Support and/or Basic Life Support CPR certification.

License:

Current license as a Nurse Practitioner in the State of Nevada by the Nevada Board of Nursing. Must possess a valid Nevada Driver's License, provide current proof of a good driving record; and be capable of being insured to operate a motor vehicle.

CONDITIONS OF EMPLOYMENT: Must submit to a pre-employment drug screening including illicit drugs and Tuberculosis, and criminal background check, within 24 hours after the offer accepted, prior to the start of employment. Employment with NUI is contingent upon satisfactory results of pre-employment background check which may include but are not limited to criminal background check, drug screening, child abuse and neglect screening, employment reference checks for current and former employers, academic credentials check, and licensure before the first date of hire or soon after. Must have a current CPR card or be able to obtain one. Must provide a copy of driver license and proof of auto insurance.

Physical Demands:

Work is primarily performed in the office environment. Ability to tolerate exposure to communicable diseases, blood products, hazardous chemicals, potential violence, noise and inoculates posing risk of injury or hazards to health. Must exert moderate physical effort in performing work, typically involving some combination of stooping, kneeling, bending, crouching, crawling, lifting up to 50 pounds, carrying 20 pounds and pushing/pulling wheelchairs up to 250 pounds. Must be able to stand or walk for prolonged periods of time; have vision sufficient to read printed materials; have speech and hearing sufficient to communicate in person or over the telephone; Ability to use various office/medical equipment.

ESSENTIAL FUNCTIONS: duties and responsibilities may include, but are not limited to:

- Conducts comprehensive physical examinations, diagnoses and treats patients, issues information, and initiates care to patients.
- Orders, reviews, and interprets laboratory results, x-rays, and EKG's.

- Analyzes data collected to determine patient health status and identifies differential diagnoses based on patient history, physical examinations, and clinical findings and discusses results with patient.
- Prescribes, administers, and dispenses medication.
- Consults with Executive Director to coordinate a plan of care, implementation of patient treatments, review of assessments, and to discuss disease prevention and patient education.
- Collaborates with other clinic staff regularly to ensure quality patient care.
- 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.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of:

Theory and practices of practical nursing and common nursing practices and techniques; medical terminology; methods and techniques of infection control, sterilization and asepsis; methods and techniques used in the personal care of patients; universal precautions and infection control procedures and techniques; operation and use of standard medical equipment; documentation process; first aid care and treatment; commonly prescribed medications and possible side effects; quality assurance compliance activities, including applicable regulatory standards; medical terminology sufficient to understand doctor's orders; methods and techniques used in the personal care of patients; local community services that provide a variety of public assistance programs; management information systems and software program.

Ability to:

Collect data from patients regarding health history, symptoms and/or complaints; identify medical risks and consult with nursing professional on findings; develop client care plans; follow detailed oral and written instructions; prepare and maintain accurate medical records; write narrative progress notes; communicate clearly and concisely, both orally and in writing, tailoring the message to the intended audience; interact effectively with and interview people from diverse cultural backgrounds regarding health related issues; establish and maintain cooperative working relationships; conducting vision and hearing tests, vital signs, blood draws, injections and podiatry care; operate medical equipment such as glucometer machine and blood pressure cuff; use of standard medical equipment appropriately; recognizes general needs and concerns of clients; accurately maintain confidential records.

Skill in: Use of a computer and various software programs; operating and maintaining a variety of nursing equipment

SPECIAL NOTE: NUI 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. (*Title 25, U.S.C. 472 & 473 & Title VII, Section 703 (i) of the Civil Rights Act of 1964*)

Please Note: NUI reserves the right to change or modify job duties and assignments at any time. The above job descriptions is not all encompassing. Position functions and qualifications may vary depending on business necessity.

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