

**HUMBOLDT SENIOR RESOURCE CENTER**  
**Job Description**

**JOB TITLE:** Nurse Practitioner (NP)  
**DEPARTMENT:** Redwood Coast PACE  
**REPORTS TO:** Medical Director (MD)/Primary Care Physician (PCP)  
**FLSA STATUS:** Non-Exempt/Hourly  
**APPROVED:** **October 2018**

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**JOB SUMMARY:** Provides professional medical services in the care of all Redwood Coast PACE participants.

**ESSENTIAL DUTIES AND RESONSIBILITIES:**

1. Performs initial assessment, including comprehensive history and physical, of assigned participants at intake and at least quarterly in cooperation with family members and/or caregivers and Interdisciplinary Team members.
2. Develops and implements a therapeutic Plan of Care at least quarterly and when participant conditions change. Monitors Plans of Care on an ongoing basis. Presents and coordinates Plans of Care with the Interdisciplinary Team.
3. Helps ensure that participants experience a smooth transition into Redwood Coast PACE by coordinating with previous medical providers.
4. Provides evaluation, treatment, and ongoing monitoring of episodic illness.
5. Refers participants to medical specialists as indicated with Interdisciplinary Team input.
6. Provides oversight of hospitalized participants (in collaboration with a hospitalist as appropriate) including providing primary care responsibilities for management, providing updates to the team on a regular basis, judiciously utilizing medical specialty consultants, and coordinating discharge planning with the Interdisciplinary Team.
7. Provides primary care to participants in a manner consistent with professional standards and regulation including providing visits in the residences of participants, performing telephone contacts with nursing home staff as required, and admitting to hospitals as necessary.
8. Participates as an active member of the Interdisciplinary Team. Attends weekly intake and assessment meetings, participates in daily morning meetings, family meetings, and clinical case conferences as needed, consults with Registered Nurses and other team members as medical care issues arise, and attends other team meetings when appropriate and possible.

9. Administers or orders diagnostic tests and interprets test results for deviations.
10. Performs therapeutic procedures, such as injections, immunizations, EKGs, and manages infections and aspirations.
11. Prescribes drugs according to licensed prescriptive authority. Dispenses supplies and works with the Interdisciplinary Team to recommend other treatments to aid in the management of acute and chronic health problems.
12. Instructs and counsels patients regarding compliance with prescribed therapeutic regimens.
13. Establishes a collaborative relationship with other medical providers and specialists. Determines a need for consultation and assists in medical care treatment provided at the direction of other specialists.
14. Documents and maintains patient records of services provided according to Redwood Coast PACE standards.
15. Participates actively in Redwood Coast PACE Quality Assessment and Performance Improvement (QAPI) activities.
16. Works closely with Redwood Coast PACE Medical Director (MD)/Primary Care Physician (PCP) and Registered Nurses to provide clinical care.
17. Participates in primary care program development and implementation as determined by Redwood Coast PACE needs.
18. Complies with safety policies and procedures, including identifying and immediately reporting unsafe acts or conditions to the Director of Redwood Coast PACE. Takes necessary measures to ensure a safe environment for oneself, co-workers, contractors, participants, visitors, and others.
19. Consistently meets or exceeds Redwood Coast PACE targets for productivity.
20. Continually meets or exceeds Redwood Coast PACE customer services targets.
21. Continually seeks better ways for delivering services and communicating with participants.
22. Demonstrates respect for and promotes participants rights including dignity, self-determination, access to care, confidentiality, and independence.
23. Understands the importance of community involvement and participates as appropriate in activities that link Redwood Coast PACE to the community.

24. Effectively collaborates with co-workers and contractors to meet Redwood Coast PACE goals and further success.
25. Complies with all policy and procedures of Redwood Coast PACE.
26. Demonstrates expertise in delivering comprehensive interdisciplinary geriatric care.
27. Makes home visits as needed in coordination with the Registered Nurses and Home Care Manager.
28. Provides on-call coverage after hours and weekends in collaboration with the Clinic medical team.
29. Serves as a supervisor to student interns and volunteers working within the professional discipline and program area. Participates actively in their training as a guide, teacher, and mentor.
30. Other duties as assigned.

**EDUCATION &/or EXPERIENCE:**

1. Graduate of an accredited nurse practitioner program.
2. Five (5) years of nursing experience with at least three (3) years of experience with a frail or elderly population.
3. Experience working as part of an Interdisciplinary Team preferred.
4. Past supervisory experience desirable.

**LICENSES OR CERTIFICATES:**

1. Registered Nurse and Nurse Practitioner currently licensed by the California Board of Registered Nursing plus current Drug Enforcement Administration (DEA) Registration Number.
2. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements, and that can be used for the applicable job functions noted above.
3. Current CPR and First Aid certification within six (6) months of hire.

**PRE-SCREENING REQUIREMENTS:**

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test.

### **JOB SKILLS:**

1. Medical knowledge and skills necessary to treat participants and manage complex medical situations.
2. Ability to comply with government regulations pertaining to patient care and to community clinics or Redwood Coast PACE.
3. Ability to provide care for the frail and elderly and interest in working with elderly and disabled adults to enhance and encourage their independence.
4. Knowledge and skills for the provision of direct participant care in the practice of primary health care.
5. Ability to work independently and within an Interdisciplinary Team.
6. Sound verbal and written communication skills to convey information effectively. Ability to communicate effectively and openly with other team members on participant's status and needs.
7. Ability to maintain a positive attitude and balance in relationships with co-workers, management, participants and community contacts.
8. Ability to handle complex interpersonal and clinical situations through interactions that result in team building, successful negotiation, and conflict resolution.
9. Strong administrative and organizational skills.
10. Ability to complete duties within an agreed upon time frame and to adjust personal schedule as required. Adapts appropriately to change of priorities and workload.
11. Knowledge of the structure and function of community clinics or Redwood Coast PACE.
12. Skill in communicating effectively with patients and their families.
13. Ability to incorporate an understanding of detailed requirements in action plans and implementation.

### **SUPERVISORY REQUIREMENTS:**

1. This position has no Supervisory requirements.

### **PHYSICAL REQUIREMENTS:**

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

**ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b>Lifting/Carrying</b>						<b>Twisting/Turning</b>					
Under 10 lbs.				x		Reach over shoulder		x			
11-20 lbs.			x	x		Reach over head		x			
21-50 lbs.		x				Reach outward		x			
51-100 lbs.	x					Climb	x				
Over 100 lbs.	x					Crawl	x				
						Kneel	x				
<b>Pushing/Pulling</b>						<b>Driving</b>					
Under 10 lbs.		x				Squat		x			
11-20 lbs.		x				Sit				x	
21-50 lbs.	x					Walk-Normal Surfaces				x	
51-100 lbs.	x					Walk-Uneven Surfaces		x			
Over 100 lbs.	x					Walk-Slippery Surfaces		x			
						Stand			x		
<b>Other</b>						<b>Other</b>					
Keyboard/Ten Key	x					Automatic Trans	x				
Fingering (Fine dexterity)		x				Standard Trans	x				
Handling (grasping, holding)			x								
Repetitive Motion-Hands		x									
Repetitive Motion-Feet	x										

The above statements are intended to describe the general nature of work performed. They are not considered as an exhaustive list of all job tasks performed. The Humboldt Senior Resource Center and Redwood Coast PACE reserve the right to change job descriptions, work hours or work sites as required by the program.

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.*

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Employee Signature

\_\_\_\_\_  
Date