

Job Description

Position: Part-Time Nurse Practitioner (NP)
Classification: Exempt
Reports to: Director of Medical Services
Location: Denver
Starting Salary: \$93,998

Position Summary: The Nurse Practitioner is responsible for providing direct patient care for those disproportionately at risk for acquiring or living with HIV/HCV by improving their access to medical care. Assists in coordinating and directing patient care in accordance with state and federal regulations to assure on-going compliance.

Essential Job Functions:

- Offers PrEP, HIV/HCV and primary care services as part of an interdisciplinary team
- Operates independently to provide healthcare to patients
- Orders tests, performs procedures within the scope of expertise
- Refers to specialists as needed
- Writes prescriptions
- Provides clinical support to clinical staff and other programs
- Provides clinical support in protocol construction and processes
- Educate patients and others about disease process and prevention
- Enters patient information, treatment notes and medical history in multiple databases, daily
- Collaborates with community HIV/STD partners to improve patient adherence
- Supports the upkeep, tracking, monitoring and occasional reporting of patient activities
- Assists with scheduling of patient appointments, referrals, updating of clinic records
- Demonstrates a high level of understanding of HIPAA and OSHA regulations
- Answers and returns phone calls and emails in a timely manner
- Act as a liaison between patient and all relevant professionals, programs and resources
- Participates and attends staff, department, team and community meetings upon request
- Performs effectively within organization and interpersonally with co-workers
- Participates in fund-raising and advocacy events
- Assessing and proactively taking on new "ad hoc" duties as assigned

Qualifications:

Three-year related clinical experience preferably in community health. Active CPR/BLS, Colorado DEA, Certification by a national certifying body approved by the CO Board of Nursing, Current registration with the CO Board of Nursing's Advanced Practice Registry, all certifications and licenses required for this job must be kept current as a condition of continued employment. Must be willing to understand and practice the organization's mission, vision and core values.

Education:

Bachelor's Degree from an accredited school of nursing and successful completion of an approved nurse practitioner program. Master preferred.

Software Utilized:

Experience working with basic office and database computer programs, including familiarity with electronic health records and Microsoft Outlook, Word, Excel, Access, SharePoint, and the internet.

Knowledge, Skill and Ability:

Knowledge of HIV and related issues. Must have necessary problem-solving skills to address patients' needs. Cultural Competency/Sensitivity. Excellent communication, client relations and management skills. Highly organized and detail

oriented. This position requires personal and professional accountability; self-management and initiative; dedication to quality improvement, professional integrity and research ethics and cultural competency. Must demonstrate accuracy, efficiency and excellent organizational skills.

Material and Equipment Directly Used:

Works with standard office equipment including computer workstation, printers, copiers, scanners and fax machine. Works with word processing software, spreadsheet applications, and presentation software. Communicates with clients and vendors using the telephone, e-mail, the Internet, and fax.

Physical Demands and Work Conditions:

Works in an office environment. May travel to offsite locations. Requires ability to lift up to 45 pounds of materials. Requires clear speaking ability and the ability to use a telephone for extended periods. Requires ability to view a computer screen (near acuity). Requires fingering agility for keyboarding and using a telephone and other office equipment. Requires ability to perform occasional snow removal and de-icing.

As employees of a charitable organization, CHN staff share the responsibility of serving as ambassadors for the organization in the community. This can be achieved by fostering the development of relationships with potential constituents & donors and by participating in CHN events/activities in a way that is meaningful to each employee.

General Benefits Description:

We offer full-time employees a comprehensive benefits plan that includes Health Insurance, Dental Insurance, Vision Plan, 403(b), Legal Shield, FSA, Life Insurance, EAP, AFLAC, Long-Term and Short-Term Disability.

How to Apply

Please email a cover letter and resume (subject line must be "Nurse Practitioner") to HR@coloradohealthnetwork.org

All offers of employment are subject to the completion of a criminal background check.

Colorado Health Network is an Equal Opportunity Employer (EOE).

Closing Date: OPEN UNTIL FILLED