

Job Description

Position:	Director of Medical Services (DMS) or Nurse Practitioner (NP)
Classification:	Exempt
Reports to:	Clinical Services Officer (CSO)
Location:	Denver
Starting Salary:	\$93,998 (NP) \$105,000 (DMS)

Position Summary: The Director of Medical Services or Nurse Practitioner is responsible for providing direct patient care for those disproportionately at risk for or living with HIV/HCV and other health conditions, by improving their access to medical care in a gender affirming, sex positive clinic environment. Assists the CSO in coordinating and directing patient care in accordance with state and federal regulations to assure on-going compliance.

Essential Job Functions (for both positions, unless noted):

- Provides direct medical services to people accessing the CHN Medical Clinic, including: HIV, primary care, PrEP, HCV, gender affirming care, and STI treatment
- Promotes a clinic environment welcoming all patients regardless of gender or sexual orientation
- Care includes but is not limited to a comprehensive medical history, physical exam, assessment, and development of a treatment plan
- Offers treatment of and supervision for on-site wound care
- Orders and interprets laboratory tests and diagnostic studies
- Prescribes pharmacologic and non-pharmacologic therapies including controlled substances as permitted by law
- Educates patients on HIV, primary care issues, and adherence strategies to prescribed medications
- Documents treatment services provided or recommended in an electronic health record
- Follows clinic protocols and procedures in providing and document services in a timely manner
- Delivers quality care while maintaining all company metrics pertaining to productivity
- Operates independently to provide healthcare services to patients
- Provides daily review of laboratory, x-ray, and emergency reports
- Determines the needs for patient follow-up appointments and further treatment options
- Refers patients for specialty services, as needed
- On-going upkeep of specialty provider network and recruitment
- Serves as the resource patients need for ongoing care information, counseling and provides guidance for patients
- Provides clinical and educational support to clinical staff and other programs
- Educates patients and others about disease process and prevention
- 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
- Develop strong collaborative relationship with the HIV medical community
- Continually updates own knowledge of HIV/AIDS through reading, conference attendance, lectures, and other educational platforms
- Supervision of mid-level provider(s) and students (DMS function)
- Meets regularly with the Clinical Services Officer to develop and update clinical policies and procedures (DMS function)
- Assist Clinical Services Officer, as needed, in developing annual budget and operation plan (DMS function)
- 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
- Assesses and proactively takes on new "ad hoc" duties as assigned

Qualifications:

Director of Medical Services (DMS): 5+ years of experience in a leadership role. Experience working with primary care, HIV, STI, HCV, and gender affirming service delivery, in a clinical setting. Previous experience working as a Nurse Practitioner, extensive knowledge of HIV disease and related issues, disease progression, and treatment options. Ability to work independently, CPR/BLS Certification, 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 current as a condition of continued employment. Must be willing to understand and practice the organization's mission, vision and core values

Nurse Practitioner (NP): 3-4 years of experience with HIV and primary care delivery, in a clinical setting.

Previous experience working as a Nurse Practitioner, previous HIV, STI, and gender affirming care experience required. Extensive knowledge of HIV disease and related issues, disease progression, and treatment options. Ability to work independently, CPR/BLS Certification, 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 current as a condition of continued employment. Must be willing to understand and practice the organization's mission, vision and core values

Education:**Director of Medical Services (DMS):**

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

Nurse Practitioner (NP):

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

Software Utilized:

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

Knowledge, Skill and Ability:

Knowledge of and sensitivity to the HIV/AIDS patient population, required. 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 laptop, printers, copiers, scanners and fax machine. Works with electronic health records, 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 a clinical 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.

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, Long-Term and Short-Term Disability.

How to Apply

Please submit resume and cover letter (use "Director/NP" in the subject line) to the Human Resources department at

HR@coloradohealthnetwork.org.

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

Colorado Health Network is an Equal Opportunity Employer (EOE)

Application Deadline: Open Until Filled