

**NEWCAP, Inc.
1201 Main Street
Oconto, WI 54153**

JOB DESCRIPTION

JOB TITLE: Community Health Services Registered Nurse
SUPERVISOR: Community Health Services Director
CLASSIFICATION: Non-Exempt
WORKSITE: Brown, Forest, Marinette, Oconto, or Vilas Counties

JOB PURPOSE:

Provide support functions necessary in the operation of the Community Health Services Program, which includes administrative and clinical duties.

AGENCY EXPECTATIONS:

1. Adhere to agency policy and procedures.
2. Perform duties as workload necessitates.
3. Maintain a positive and respectful attitude.
4. Maintain a professional appearance as described by the CHS Dress Code Policy.
5. Communicate regularly with supervisor.
6. Demonstrate flexible and efficient time management and ability to prioritize workload.
7. Consistently report to work on time prepared to perform duties of position.
8. Meet productivity standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

NEWCAP, Inc., is an Equal Opportunity Employer.

06/01/2020

1. Perform word processing, copying, data collection, report preparation, and other clerical assignments.
2. Schedule patient appointments, obtain patient demographics, and enter into Electronic Medical Records system.
3. Obtain and assess patient medical/social/family history to determine plan of care.
4. Perform basic CLIA waived laboratory testing, including obtaining lab specimens, completing lab requisitions, and sending specimens to laboratory.
5. Assist Director in assessing and maintaining CMAs, LPNs, and other staff members with CLIA proficiency testing and competencies.
6. Provide direct patient care within scope of practice, including assessment of patients, developing a plan of care, nursing interventions, and evaluation of outcomes.
7. Assist Nurse Practitioner with procedures, including phlebotomy and colposcopy procedures.
8. Assist with data management for the State Laboratory of Hygiene colposcopy photo library and web-based interphase with State cytology department.
9. Assist patients with initial enrollment and renewal in the Wisconsin Family Planning Only Services (FPOS) Program.
10. Assist Mental Health Provider with obtaining pertinent patient information and participate in patient centered planning as directed.
11. Provide care to individuals across the lifespan as directed by supervisor and provider.
12. Develop plan of care for well woman, including contraceptive health needs, and initiate a contraceptive method per protocol.
13. Educate patients regarding all federally approved contraceptive methods, other prescribed medications, purpose of laboratory tests, testing and treatment of STDs/STIs, preconception counseling, smoking cessation, and health and wellness.
14. Provide methods of contraception and other medications per prescribed order.
15. Assess patient needs and initiate additional medication and treatment per standing order.

16. Complete all required documentation and utilize Electronic Medical Record system.
17. Complete billing procedures as required by Wisconsin Medicaid and Wisconsin FPOS guidelines.
18. Facilitate use of Video Assisted Healthcare communication for all patient visits requiring Nurse Practitioner consultation.
19. Maintain knowledge of all NEWCAP programs and related community programs and services.
20. Participates in education programs regarding family planning methods, STIs, and other services.
21. Maintain knowledge of all Wisconsin FPOS guidelines, Medicaid regulations, HIPAA policies, state/federal healthcare regulations, and OSHA standards.
22. Assist Director with functions of Compliance Officer.
23. Maintain inventory of clinic supplies and equipment.
24. Complete training and skills improvement courses required to maintain licensure/certification.
25. Assists with special project activities.
26. Assist with patient recruitment, retention, and outreach. Including speaking during community events and in front of crowds.
27. Work autonomously, set priorities, and make independent decisions of a complex nature.

PERSONAL AND BEHAVIORAL REQUIREMENTS:

- Reliable, dependable, prompt, organized, and work well with minimal supervision.
- Pleasant, professional, and courteous demeanor.
- Follow standard office procedures.
- Sensitive to people's needs.

- Maintain complete confidentiality in all NEWCAP business-related matters and HIPPA compliance.
- Maintain legal and ethical professional conduct at all times.
- Show respect and treat all people with dignity.
- Flexible and able to adapt to different situations.
- Multitask effectively.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Current Wisconsin licensure as a Registered Nurse.
- Completion of Family Planning Health Worker Training Program and HCET course within 90 days of hire.
- Current CPR certification or ability to acquire within 1 month of hire.
- Experience with Electronic Medical Records.
- Proficient with Microsoft Office programs and the overall use of computers and general office equipment.
- Effectively communicate verbally and in writing.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; talk; and hear.

Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is required to regularly stand, walk, and lift and/or move objects.

While performing the duties of this job, the employee may be required to balance, stoop, kneel, crouch or crawl, and exert up to 10 pounds of force.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

This job description should not be interpreted as all-inclusive. It is intended to identify the requirements, essential functions, and duties of this position. Employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

By signing this job description, I acknowledge that I have read and understand my job duties, acknowledge NEWCAP is an at-will employer, and understand that signing this job description is not an expressed or implied contract for employment.

Employee Signature

Date

HR Director Initials