**Newcap, Inc.**

**1201 Main Street**

**Oconto, WI 54153**

**www.newcap.org**

# JOB DESCRIPTION

JOB TITLE: Family Nurse Practitioner

RESPONSIBLE TO: Community Health Services Director

CLASSIFICATION: Non-Exempt

WORKSITE: Brown, Oconto, Marinette, Vilas, Forest

**JOB PURPOSE:**

The Family Nurse Practitioner will provide family centered, effective, efficient, and appropriate services to the patients of Newcap in order to serve the community’s healthcare needs.

**AGENCY EXPECTATIONS**:

1. Adhere to agency policy and procedures.
2. Exceptional Communication and organizational skills.
3. Maintain a positive and respectful attitude.
4. Demonstrate flexible and efficient time management and ability to prioritize workload.
5. Consistently report to work on time prepared to perform duties of position.
6. Has a strong work ethic putting the needs of the organization and clients first priority.
7. Ambassador for Newcap, Inc., along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.
8. Demonstrates leadership to gain and maintain credibility, trust, and respect of all employees.
9. Proactively and effectively communicates the knowledge gained from education to others in the organization, through the use of presentations, e-mail, and conversations.

**GENERAL SUMMARY**:

1. Provide family centered healthcare that encompasses the wellbeing of the entire family.
2. Provide care to individuals across the lifespan.
3. Perform physical exams
4. Ordering, administering, and analyzing diagnostic tests.
5. Monitoring and operating medical equipment.
6. Diagnosing health issues.
7. Administering medicine and other treatments including on site contraception.
8. Perform minor surgical procedures in the office setting
9. Detecting changes in patients' health and modifying plans, as needed.
10. Consulting with healthcare professionals and families.
11. Training patients and their families to manage and focus on prevention of illness and injury.

**ESSENTIAL DUTIES AND TASKS**

1. **Encourage a positive Culture**
   1. Provide Care that is Family centered
   2. Encouragement of program utilization to address the Social Determinants of Health
   3. Provide referrals based on patient need through collaboration with other healthcare professionals
   4. Encourage Family interaction and inclusion
   5. Provide a safe environment for patients that promotes inclusion.
   6. Encourage an environment that promotes advocacy for low income individuals.
2. **Develop Outreach Strategies to Increase patient volume** 
   1. Promote community outreach by participating in education opportunities within Newcap’s covered counties listed above, and advocate for those in need.
   2. Participate in community outreach activities
   3. Join collaborative committees and organizations to promote services offered through Newcap.
   4. Participate in meetings and events hosted by our funders including the Wisconsin Reproductive Health Program.
3. **Provide professional nursing services**
   1. Ability to work as an effective team member; function independently, exercise sound judgment and initiative; be flexible; maintain confidentiality; establish and maintain effective interpersonal work relationships, effectively assist providers; work toward goals and objectives of draft priorities.
   2. Works with the provider team in developing clinical practice guidelines.
   3. Participates in provider and medical care team meetings.
   4. Establishes positive relationships with local medical community.
   5. Interviews patients to obtain history, performs physical examinations, orders lab and other tests, prescribes medications and treatments.
   6. Provide family centered healthcare that encompasses the wellbeing of the entire family.
   7. Provide care to individuals across the lifespan.
   8. Perform physical examinations to men, women, and adolescents, annual exams to include pelvic, PAP, and breast exams, pregnancy tests, sexually transmitted diseases tests, and other lab tests. Assess and determine differential diagnosis and formulate a treatment plan.
   9. Provide approved contraceptive methods and devices, including oral medications, IUD insertion and removal, and contraception implant insertion and removal certification.
   10. Provide instruction in family planning methods, self-breast exam, and related health problems, such as sexually transmitted diseases, vaginal infections, diet, preventative health measures, and normal growth and development.
   11. Maintain adequate and professional working relationship with the Community Health Services Medical Director regarding medical services provided.
   12. Supervise clinic support staff while performing clinical duties.
   13. Provide and encourage learning opportunities for agency staff to promote wellness across the agency.
   14. May be asked to perform other duties that align with Newcap’s mission, including but not limited to participation on clinical committees, providing education, Quality Review and/or other activities.

**SKILLS AND QUALIFICATIONS**:

1. Must have graduated from an accredited school of nursing.
2. Have a current NP license to practice in the State of Wisconsin.
3. Provide proof of successful completion of a Family Practice education program and be eligible for certification as an advanced practice nurse practitioner.
4. Must be eligible and have current NPI#/Medicaid ID, and Drug Enforcement Agency (DEA) prescribing privileges.
5. Experience with the insertion and removal of LARC methods preferred.
6. Experience with working with low income individuals and families preferred.
7. Fluency in English and Spanish preferred but not required.
8. Must possess or be able to obtain within thirty (30) days of hire, a valid and appropriate state driver’s license along with access to a reliable car, with proof of insurance, and meeting the driving record requirements that Newcap follows for all employees who drive company vehicles.
9. BLS certification
10. Provide documentation of hepatitis and rubella immunizations/titers or be willing to obtain immunizations (at agency expense).

**SPECIAL REQUIREMENTS:**

Must be willing to travel between Newcap health centers with primary location located in Green Bay. Must be willing to utilize telehealth equipment to serve patients in remote settings.

**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.

**Approved:**

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**Employee Signature Date**

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**HR Director Initials Date**