



**GREATER ELGIN FAMILY CARE CENTER
Job Description**

Job Title: Nurse Practitioner
Department: Clinical
Reports To: Medical Director
Prepared By: Executive Director/CEO and Medical Director
Prepared Date: February 2005; March 2006; July 2006; September 2014

SUMMARY

This position is responsible for the provision of high quality clinical care to the patients of Greater Elgin Family Care Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide high quality primary health care to the patients of Greater Elgin Family Care Center in accordance with NP Certification, physician collaborative agreement and GEFCC Policies and Procedures.

Is fully supportive of all quality initiatives.

Is fully receptive to other responsibilities as assigned.

Provides all forms of leadership, supervision, direction, training and role modeling to all supportive staff (eg: NA, MA, LPN, RN).

Works to assure that all responsible areas are fully compliant with all applicable federal and state rules, regulations and laws. Insures that all responsible areas are in compliance with all GEFCC objectives, systems, policies, procedures, directives and contractual agreements as indicated by supervisors, contracts, training personnel and GEFCC policies and procedures.

Maintains a level of efficiency that indicates satisfactory productivity and patient satisfaction.

Provides care in an appropriate fashion according to one's specialty.

Report to all scheduled work sites and shifts on time and fully prepared to engage in all job responsibilities; location of work sites and shifts will change at the discretion of the supervisor.

Engage in all offered training, consultations and supervisions made available. Fully and professionally respond to and implement directives and advice offered by all supervisory and training personnel, as well as professionally offered feedback from coworkers.

Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Ability to successfully complete credentialing, and thereby receive complete and full privileges, with Greater Elgin Family Care Center.

Bachelor degree in medical arena required; Master's degree strongly preferred.

Current Illinois State Licensure as a Nurse Practitioner.

Current Certification as a Nurse Practitioner.

Excellent writing skills and communication skills.

Working knowledge of PC-based software applications.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure/training manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and general public.

MATHEMATICAL SKILLS

Ability to manipulate numbers in an appropriate fashion according to the needs of the medical practice.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER QUALIFICATIONS

Customer service orientation.

Bi-Lingual (Spanish) strongly preferred.

Must be able to respond to patients with non-judgmental empathy.

Must be able to maintain confidentiality of services.

Must have strong patient education skills.

PHYSICAL DEMANDS 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.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl, and taste and smell. The employee may occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Also, the employee may be required to utilize non-violent crisis intervention techniques with a client who appears to be endangering themselves or others around them.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Additionally, the employee is occasionally required to work in and/or travel to various communities of different social, economic and ethnic backgrounds. The noise level in the work environment is usually moderate.

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