

JOB DESCRIPTION

TITLE: FAMILY NURSE PRACTITIONER
REPORTS TO: CHIEF EXECUTIVE OFFICER
STATUS: EXEMPT
LOCATION: RICHMOND AND/OR ANTIOCH, CA

OUR MISSION & VISION

The Brighter Beginnings mission is to “*support healthy births and successful development of children by partnering with parents and helping to build strong communities*”. The Brighter Beginnings community gains its strength and aspiration from our core belief and vision that, “*every family matters, and every child deserves a happy, healthy future.*”

OUR HISTORY

Brighter Beginnings is a 501c3 nonprofit organization, and has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with 6 locations in Oakland, Richmond, Bay Point, Antioch, and Pleasant Hill. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of challenges they faced in their own families.

POSITION SUMMARY

The Family Nurse Practitioner (FNP) will be responsible for direct patient care and for other administrative duties as designated by the Chief Executive Officer. The Medical Doctor will provide the overall direction for all patient care activities.

QUALIFICATIONS:

JOB QUALIFICATIONS AND EXPERIENCE

1. A valid license to practice as a Registered Family Nurse Practitioner (FNP) in the State of California, with ability to sign prescriptions and furnish medications
2. Full family practice scope, including prenatal and pediatrics, preferred.
3. Master's Degree or higher.
4. A certificate of completion from an accredited nurse practitioner program.
5. Current BLS certification.
6. Current DEA Certification
7. Valid California drivers' license.
8. Proof of auto insurance.
9. Must demonstrate knowledge of the rationale of appropriate patient care.
10. Demonstrate the ability to maintain good inter-personal relationships with co-workers and health team members
11. Skilled in Microsoft Office, Microsoft Access, data entry, and use of business email.

RESPONSIBILITIES:

Primary Job Functions

1. Primary Care Provider providing complete patient history, physical examinations, diagnosis, and plan for
2. Provides prenatal care to pregnant women. Provides postnatal care to mothers and infants.
3. Perform the care services listed below (or be willing to learn those services). Services may include:
 - a. Minor surgery (toe nail removal, mole and cyst removal, foreign object removal, etc.),
 - b. Suturing,

4. Casting/Splinting, treatment of primary, secondary, and tertiary care services as outlined in, and in compliance with the standardized protocols for Nurse Practitioners.
5. Primary care delivery includes communicating with patient or guardian of patient regarding care plans, results of diagnostic studies, and answering patient and family questions. Also included is organizing and delivering health education for patients, including general health information and disease specific education. The primary care provider coordinates patient referrals for specialized health care to public health care agencies.
6. Reviews patient file/record, including allergies, problems, medications and immunization status.
7. Elicits and records information about patient's medical history.
8. Examines patients for symptoms or physical information.
9. Orders or executes various tests, analyses and diagnostic images to provide information on patient's condition.
10. Analyzes reports and findings of tests and examination and diagnoses condition of patient.
11. Administers or prescribes treatments.
12. Determines and prescribes medication, dosage and schedule given the patient's condition and allergies.
13. Discusses any possible side effects to medication or immunization with patient.
14. Prescribes vaccinations to immunize patient from communicable diseases.
15. Promotes health by advising patients about diet, hygiene and methods for prevention of disease.
 - a.
 - b. General Orthopedic Evaluations/Management,
 - c. Review of x-rays (Radiologist reports usually available),
 - d. Basic rehabilitation for musculoskeletal injuries,
 - e. General internal medicine, family medicine and pediatrics,
 - f. General Dermatology,
 - g. General Eye Problems
 - h. General EKG interpretations
 - i. Emergency management skills
 - j. ACLS and PALS Certification Required
 - k. General GYN Expertise
16. Communicate with Medical Doctor regarding quality care and treatment issues of patients at BBFHC.
17. Conduct Clinical Pertinence Chart Review studies in order to assess and enhance patient outcomes.
18. Serves as a resource for community agencies.
19. Use technology tools for research, data entry, record keeping, and business communication via email.
20. Meet all clinical obligations of the medical practice: Accrediting Agency compliance, CLIA compliance, drug prescription compliance, HIPAA, State and Federal regulations, Safety Regulations, etc.
21. Follow all internal policies and procedures; be accountable for completion of all operational tasks according to departmental guidelines to ensure appropriate clinical processing/documentation.
22. See patients in a timely and efficient manner, stay reasonably on time for scheduled appointments in family practice throughout the day, unless exceptional circumstances occur.
23. The financial viability of Brighter Beginnings requires that all providers be held accountable for their actions with regard to proper coding and appropriate charging for all services rendered.
24. Charting in the patient's medical record is routinely to be completed on the same day as the patient's visit. Establish and maintain a confidential medical record for each patient.
25. Communicate with the Clinic Director of Brighter Beginnings, reporting on issues related to the functioning of the BBFHC, and Clinic Director reports to the CEO and partner agencies of BBFHC.

Administrative Job Functions

1. Demonstrate on-going support and respect for administration in all communications, either privately with staff or in a group setting.
2. Address any administrative issues directly and in private with those concerned.
3. Time management: routinely see patients in the time allotted, adjusting to daily patient flow issues to remain on schedule.
4. Work productivity must demonstrate ability to see a minimum case load of 18 patients per day; effectively work patients into their schedules as caseload demands and respond to a variety of unforeseen daily circumstances, including emergency care of patients.
5. Reporting: FNP's report directly to the Medical Doctor and his/her designees, which include the Chief Executive Officer.
6. Complete patients' charts and submit medical bills daily.

7. Must be flexible, adapt to change, and serve as a role model for staff through interactions; should at times think outside the box, providing possible resolutions/solutions to issues/concerns, rather than simply pointing out a problem area;
8. Comply with all HIPAA rules and regulations.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

SPECIAL ADA REQUIREMENTS

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

BENEFITS

Competitive wages, friendly environment, two weeks of vacation (increase after 2 years of employment), 12 paid holidays; 12 sick leave; employer paid health, dental, vision, life and disability insurance; optional employee paid dependent health coverage available, 403b retirement account, FSA, Transit Benefit and EAP. Loan repayment and scholarship opportunities through [OSHPD](#) and [NHSC](#) . Employees working full-time are eligible for these benefits.