

# **Jewish Renaissance Foundation**

## **Job Description**

<b><u>Title:</u></b>	Nurse Practitioner
<b><u>Department:</u></b>	Federally Qualified Health Center
<b><u>Location:</u></b>	Edison, NJ
<b><u>Reports To:</u></b>	Medical Director

### **Who We Are:**

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year providing support services in the areas of Community Development and Training, Youth and Family Services, Employment Training, Education and Childcare, and Healthcare Services.

If you are seeking a position within an organization whose vision is to overcome poverty and hopelessness by providing individuals, children and families, with essential health, human services, community development and youth programs regardless of culture, faith, and economic status then consider a position with the Jewish Renaissance Foundation.

### **Job Summary:**

On August 11<sup>th</sup> 2015, the JRF was awarded a grant to open up a Federally Qualified Health Center (FQHC) and provide comprehensive, high quality primary and preventative healthcare services to the uninsured and medically underserved residents of the Township of Edison and neighboring communities. As a result, we have been bestowed the unique position to meet the increasing demand for primary and preventative care to these residents by providing adult & family medicine, gynecology, pediatrics, dentistry and mental health/substance abuse services in an ambulatory care setting.

Under the direction of the Medical Director, the Nurse Practitioner is responsible for providing direct patient services by delivering quality healthcare in an ambulatory care setting, including adult medicine, pediatric, and GYN services. Considerable medical judgment is required to determine the appropriate procedure within scope of practice. The Nurse Practitioner requires an advanced level of competency in nursing through additional education or training as well as a Nurse Practitioner's license and prescriptive privileges. Work is performed on a Per Diem basis under the general supervision of the Medical Director who reviews work routinely.

### **Responsibilities:**

- Provide complete, comprehensive, family-oriented outpatient care for patients throughout the life cycle, including health examinations and treatment of medical conditions, to include follow-up, in an ambulatory care setting in collaboration with the medical director.
- Interview patients to obtain medical history, to evaluate and treat patients in accordance with health center policies and procedures to ensure top quality treatment and service
- To manage acute and chronic illness, develop a plan of care, coordinate care and determine the need for case conference in collaboration with the medical director.

- Make appropriate referrals and coordinate with both internal services of the clinic and/or external agencies for additional services required in collaboration with the medical director.
- To work closely with onsite Licensed Clinical Social Worker to provide continuity of care for mental health services
- Collaborate with all other Physicians, Nurse Practitioners, Assistants and/or any certified health care professionals who provide care to the facility's patients
- Perform minor procedures such as injections, immunizations, suturing and wound care
- Stabilize sprains and fractures; Order Physical Therapy and referrals to specialists
- Order and interpret diagnostic laboratory tests
- Maintain thorough and accurate records via EMR, documenting patient evaluation and treatment, prescribing medications, and progress
- Provide clear written and verbal communications to patient and staff
- Adhere to the highest standards of medical practice, ethics, and professionalism at all times.
- Educate and guide patients on preventive care, disease prevention and healthy lifestyle habits
- Schedules appointments for the clients and makes arrangements for consultations and referrals as needed.
- Stays and works beyond scheduled shift if needed to meet state staffing requirements and/or needs of patients.
- Complies with applicable legal requirements, standards, policies and procedures including but not limited to those within the Compliance Process, Standard/Code of Conduct, Federal False Claims Act and HIPAA.
- Participates in required orientation and training programs.
- Performs other related duties as assigned or requested.

### **Qualifications/Requirements:**

- Master's Degree in Nursing and Advanced Skills in Physical Assessment Required
- Minimum of three (3) years clinical experience, preferably in a public health or community clinic setting providing primary care to patients from low-income economic status and/or pediatrics.
- Certification as Family Nurse Practitioner Required
- Independent/Extended Nurse Prescribing Qualifications Required
- Current New Jersey Licensure, CDS, DEA Required.
- Current BCLS Required.
- Portfolio of evidence reflecting practice experience and professional requirements
- Working knowledge of EMR Record systems, ECW preferred
- Proficient Computer Knowledge
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, religious, ethnic and professional backgrounds
- Demonstrated clinical, communication, interpersonal, and organizational skills
- Demonstrated ability to problem solve using critical thinking
- Bi-lingual, English + 1 language (preferably Spanish or Hindi)
- Ability to work well with others
- Adequate vision, sight, speech, and hearing to meet core duties of the position.