



# American Indian Health and Family Services Of Southeastern Michigan, Inc.

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Minobinmaadziwin "A Good Life"

## Job Description

**Job Title: Nurse Practitioner**

**Department: Medical**

**Reports To: Medical Director**

**Employment Category: Part-time**

**FLSA Status: Non-exempt**

### Position Summary:

The Nurse Practitioner performs a variety of direct patient services to clients throughout the life-span in an out-patient setting. These services include assessment, diagnosis, and implementation of treatment, evaluation, and monitoring.

### Essential Duties and Responsibilities:

#### Clinical:

- Functions independently to perform age-appropriate history and physical for complex acute, and chronically ill patients
- Provides diagnosis, treatment, prescription, referral, consultation, and follow-up for clients in a primary care setting
- Orders, reviews, and responds to diagnostic lab and x-ray studies
- Provides back up assistance to medical team to administer injections, draw blood, and take lab specimens as necessary
- Participates in the development of standards of care, protocols, quality monitors and administrative functions as necessary so that clients receive safe, quality care and referrals are made appropriately.
- Provide patient education to enhance and meet the needs of patients
- Refer patients requiring hospitalization or assessment and management of conditions to supervising physicians or appropriate specialists
- Participate in "Community Care" through events such as health fair, pow wows
- Communicates appropriately with professionals to facilitate and enhance professional interdisciplinary relationships.
- Other duties as assigned

#### Administrative:

- Promote and maintain awareness of Agency programs, services, and activities
- Participate in quality improvement activities
- Attend meetings, seminars, workshops and conferences as needed and approved for professional development and on behalf of AIHFS
- Other duties as assigned

**Education/Experience:** Graduation from an accredited school of nursing, a nurse practitioner program recognized by the Board of Nursing, or from a program otherwise designated for Nurse

Practitioners which has been approved by the State Board of Nursing. Must possess proper Nurse Practitioner licensure in the State of Michigan

**Additional Qualifications:**

- Must understand Age-Specific Care
- Must maintain Basic Life Support Certification
- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur’s license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

**Other Requirements:** Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

**Work Environment/Physical Demands:** The characteristics and 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 this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**

**Acknowledgement of Receipt**

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Revised: 9/6/2018