



Non-Exempt
April 28, 2009

JOB ANNOUNCEMENT

Position: Nurse Practitioner

Reports to: Chief Medical Officer

Salary Range: Starting salary based on experience, qualification, and budget.
(100% time – 40 hours per week)

Position Purpose:

Under the direction of the Chief Medical Officer, and in compliance with the agency's Standardized Procedures, responsible for direct client care.

Principal Responsibilities:

1. Complete patient forms, elicit and/or review patient history in accord with standards.
2. Provide direct client services by physical examination, identifying findings/diagnosis, and instituting management/treatment plan patients.
3. Obtain patient's vital signs and specimens for diagnostic testing by means of venipuncture of skin in accord with standardized protocols and procedures.
4. Assist in providing patient referrals and maintaining a logbook.
5. Review charts for completion of necessary forms and directives.
6. Orders and reviews diagnostic tests as indicated by client histories and/or assessments.
7. Provides information and education related to client care and treatment, as indicated.
8. Seeks consultation and/or plans proper referral, as indicated.
9. Order education material, all necessary forms, medical and office supplies as needed.
10. Assist the medical staff during the exam.
11. Identifies problem areas in clinic flows, training needs and lack of cooperation and communicates them to the Chief Medical Officer.
12. Collect and input data for reporting purposes.
13. Assist in billing.
14. Maintains current knowledge by participation in training sessions, symposiums, didactic courses, etc.
15. Performs other duties as assigned.

Requirements:

1. Graduate of an approved Nurse Practitioner program in the state of California.
2. Furnishing or DEA Certification.
3. CPR Certificate. Training may be provided.
4. Phlebotomy certificate.
5. Two years medical office/clinic experience.
6. Ability to travel from site to site as needed.
7. Experience in working with clients and staff from diverse socio-economic, ethnic, and cultural background.
8. Strong communication and organizational skills.
9. Bilingual (English/Spanish) preferred.

To apply, please send, fax, or email resume or list of qualifications including the job code number to:

**JWCH Institute, Inc.
1910 W. Sunset Boulevard, Suite 650
Los Angeles, CA 90026
Attn: Human Resources Department
Job Code: 237
Fax Number (213) 413-3443
E-Mail mavila@jwchinstitute.org**

Closing date: Open until filled.
JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).