



# BIENESTAR

**JOB TITLE: Nurse Practitioner**  
*(Latinx LGBTQ+ & Underserved Communities)*

**POSITION DESCRIPTION:**

Under the direction of the Chief Medical Officer, the **Nurse Practitioner** will provide comprehensive direct primary care in accordance with protocols, policies, and procedures.

The **Nurse Practitioner** will ensure a high level of quality in delivery of patient services, and provide leadership and supervision for other ancillary. In addition, this position will support staff to enhance their patient care skills.

**DUTIES/RESPONSIBILITIES:**

**Patient Services:**

- Ensure that patients/clients receive quality, timely, and professional care.
- Lead the clinic care team in directing team huddles each day.
- Perform complete examinations, assessments, and formulate treatment plans for patients.
- Obtain and review patient histories, develop patient care plans, ensure completeness and accuracy of health records.
- Order and interpret in a timely fashion results of laboratory, radiology, and other tests.
- Determine and implement courses of treatment according to evidence-based practices, including STI treatment and PrEP.
- Provide and monitor the results of treatment and make adjustments as needed.
- Proactively assists patients through all facets of accessing care at BIENESTAR.
- Confer with staff regarding care and treatment of patients and assist/mentor them in management of patient care.
- Assess and manage acute and chronic conditions and participate in disease registry.
- Screen all patients for health maintenance needs, including but not limited to immunizations, cancer screening, and behavioral health screening.
- Educate patients in health promotion, prevention, and birth control as appropriate.
- Assist in preparation and selection of patient education materials.
- Provide preliminary telephone consultation to patients, when requested.
- Contact patients for follow-up care in case of life-threatening illness.
- Help coordinate efficient flow of patients through the system of care.
- Actively monitor and appropriately direct referrals placed for patient care.

**Compliance:**

- Ensure services provided comply with regulatory agency requirements, contractual obligations and funding sources.

- Perform/supervise functions, duties and services in compliance with regulatory agencies, contractual obligations, and funding sources including but not limited to Medi-Cal, Family PACT, and Title X.
- Monitor and ensure compliance with clinical evidence-based guidelines.
- Participate in the review, revision, and implementation of policies and procedures to ensure medical practices are in full compliance with regulatory requirements.
- Oversee the maintenance of records/documents in accordance with clinic policies and procedures, contractual obligations, regulations, and funding sources.
- Monitor strict adherence to universal infection precautions as established by CDC, OSHA, DHS/OA and clinic standards.

**Administrative:**

- Participate in Quality Improvement initiatives, Quality Assurance assessments, peer review processes, performance evaluations, and maintain confidentiality.
- Participate in team meetings and administrative tasks as assigned by CMO.
- Actively review no-show visits and lab results.
- Review and implement guidelines and protocols as disseminated by administration.
- Respond to patient questions for medical advice, direct staff to schedule appointments.
- Execute appropriate and timely refill of patient medications.
- Participate or collaborate with marketing and other health education staff on education and patient recruitment health fairs.
- Maintain current knowledge-base and appropriate licensure and provides proof of Continuing Education activities and board certification activities to clinic administration.
- Maintain productivity and quality of care per BIENESTAR standards.
- Ensure compliance with license requirements as stated in Title 22.
- Perform miscellaneous job-related duties as assigned.

**Communication:**

- Create and maintain effective interpersonal relationships with all employees; keep employees informed of changes which may affect the work environment.
- Communicate effectively with all levels of staff throughout BIENESTAR by consistently utilizing and facilitating effective strategies to encourage collaborative problem solving and decision making.
- Troubleshoot difficult problems or situations and take independent action to resolve.
- Exhibit behaviors and attitudes of courtesy and respect for all staff at the clinic in accordance with its mission and values.
- Establish and maintain effective and positive working relationships with representative of outside agencies, government entities, vendors, as well as other clinical staff, volunteers, and staff; represent the clinic site when appropriate.
- Ensure patient confidentiality and complete discretion when discussing patient info.

**Fiscal management:**

- Practice cost-effective medicine by utilizing appropriate use of laboratory, radiology and prescription utilization in line with clinic preferred laboratory and drug formulary.
- Complete documentation for clinic sessions in a timely manner ensuring accuracy and completeness to ensure the clinic can collect funds for the services.

**LICENSE AND/OR CERTIFICATIONS:**

1. Valid and unrestricted California Board of Registered Nursing NP license.
2. NP Board certification.
3. Current DEA registration (all schedules) and a minimum of a BLS certificate.

4. Valid California Driver's License.
5. Family PACT clinician enrollment (preferred not required).
6. DATA Waived (preferred not required).

**EXPERIENCE AND SKILLS PREFERRED:**

7. Patient care experience in Federally Qualified Health Centers preferred.
8. FPACT, STI & PrEP experience preferred.
9. Competency in evaluating and treating general adult and pediatric ambulatory care.
10. Working knowledge of state of the art medical scientific and treatment methods.
11. Understanding of current medical, educational, and psychosocial intervention procedures.
12. Ability to perform clinical duties within guidelines in an organized and efficient manner.
13. Bilingual in English and Spanish with excellent verbal and written communication skills.
14. Ability to complete and maintain records in accordance with procedures utilizing an electronic health record system.
15. General computer skills in Microsoft Office programs (Word, Excel, etc.)
16. Must pass pre-employment background check and physical examination.
17. Straight pulling and pushing; reaching above shoulder; use of fingers; both hands required; walking and standing up to 8 hours; repeated bending; Ability for rapid mental and muscular coordination simultaneously; hearing aid permitted.
18. Must have a reliable form of transportation as travel to different sites within LA county is required.

**# of OPEN POSITIONS:** 2

**HOURS:** 40 Hours - Some Weekends & Evenings.

**EXEMPT/NON-EXEMPT:** Exempt

**SALARY:** \$135,000.00 - \$156,000 annually commensurate with education and experience.

**BENEFITS:** Medical, dental, vision, and life insurance, 403b retirement package with matching contribution, and 14 paid holidays.

Please submit a resume to: [Hrjobs@bienestar.org](mailto:Hrjobs@bienestar.org)