

HOMETOWN Health Center, a Federally Qualified Health Center that offers medical, dental, & behavioral health services, has immediate openings for **Nurse Practitioners**. With offices located in Newport & Dexter, our experienced and compassionate staff strive to provide each and every patient with individual attention, thoughtfulness, and kindness.

POSITION SUMMARY:

The Nurse Practitioner is a licensed independent practitioner who is responsible for managing health problems and coordinating health care for patients served by HHC in accordance with State and Federal rules and regulations and the nursing standards of care. Clinical management and treatment of patients is conducted in collaboration with other health care team members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Functions independently to perform age-appropriate history and physical for complex acute, critical and chronically ill patients.
2. Obtains appropriate patient history; performs physical evaluation, orders appropriate diagnostic tests and follows-up with interpretation; formulates assessment and initiates treatment plan with appropriate follow up appointments.
3. Prescribes appropriate pharmacologic and non-pharmacologic treatment modalities.
4. Collaborates with multidisciplinary team members by making appropriate referrals.
5. Ensures documentation is recorded in a complete, timely and orderly manner, utilizing template in the electronic medical record.
6. Consults and refers with/ to appropriate Specialty Physicians.
7. Participates in the quality care review and chart review program.
8. Completes continuing education requirements to maintain and increase competency in knowledge, clinical skills and quality patient care.
9. Provides treatment of acute and chronic illnesses, health maintenance, and illness prevention to adult, adolescent, and pediatric patients.
10. Assesses, stabilizes and triages patients.

11. Facilitates the patient's transition within and between health care settings, e.g. admitting, transferring and discharging patients.
12. Additional responsibilities include but not limited to: school physicals and other assignments as directed by supervising physician.
13. Adheres to a responsible level of productivity reflective of patient load, scheduled appointments and level of care.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

COMPETENCIES:

1. Good organizational skills to handle multiple priorities while remaining professional and calm.
2. Ability to work with many diverse people.
3. Effective telephone skills.
4. Strong level of confidentiality due to the sensitivity of materials and information handled.
5. Must be able to make suggestions on workflow or system efficiency and effectiveness.
6. Ability to work independently and be self-directed and flexible.
7. Ability to prioritize.
8. Ability to perform functions with minimal supervision.
9. Ability to work at a high-volume level of accuracy.

GENERAL EXPECTATIONS:

1. Be committed to the mission of the Hometown Health Center.
2. Behave in a professional manner and consistently demonstrate and promote the values of respect, honesty, and dignity for the patient, families, and all members of the healthcare team.

3. Committed to the constant pursuit of excellence and teamwork in improving the care of the patient and families of Hometown Health Center and the Patient Centered Medical Home Neighborhood.
4. Be punctual for scheduled work and use time appropriately.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Maintain confidentiality and protect the Practice by abiding by laws and principles related to confidentiality; keep information concerning Practice Operations, patients and employees confidential.
9. This position requires compliance with Health Center's compliance standards, including its Standards of Conduct, Compliance Program, and policies and procedures. Such compliance will be an element considered as part of the Clerical Data Entry Specialist's regular performance evaluation.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear. Eye hand coordination and manual dexterity required. The employee must regularly lift/move up to 25 pounds, including assist with moving patients, as well as bend, stoop, stretch or crouch. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a typical medical office environment. Noise level is quiet to moderate. Potential exposure to hazardous and infectious materials, including blood borne pathogens. At times, must interact with irate or upset patients and remain calm and professional. Must be able to endure the stress of a busy schedule with short deadlines and interacting with patients who are ill, along with their family members.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least three years of clinical experience or clinical perioperative required; a minimum of two years of experience in the Nurse Practitioner role is strongly preferred.
- Computer experience using Microsoft Windows and Microsoft Office software products required.
- Ability to establish priorities and coordinate work activities.
- Detail-oriented.
- Good management and leadership skills.
- Empathy for patients and their families.
- Ability to deal with stress.
- Critical thinking skills, effective response under stress.
- Excellent communication skills.
- Ability to perform functions with minimal supervision.
- Ability to function with minimal supervision.

Education Requirements: The following education requirements are considered essential:

- Graduate of an accredited school of nursing or an accredited nurse practitioner program.
- Current Advanced Practice Registered Nurse (APRN) Licensure in the state of Maine.
- Current nurse practitioner certification in specialty area.

- DEA registration.
- Current CNOR/CRNFA (if applicable) certification preferred.
- Current provider card in BLS and ACLS, PALS provider card as required by department and facility.

HOMETOWN Health Center offers the following employee benefits package:

- Earned benefits time (includes sick, vacation, holiday)
- Health insurance (employer pays 75% of employee's plan and 50% of dependents plan)
- Dental insurance
- Vision Insurance
- Employer Paid Life Insurance
- Short-Term & Long-Term Disability Insurance
- Supplemental insurances including Cancer, Accident, Specific Illness Insurances, Legal Shield & Identity Theft protection.
- Pet Insurance
- 401k Plan with up to 5% Employer Match.
- Educational Benefits
- Discount on Verizon services

HOMETOWN Health Center is an equal opportunity provider and employer.