



Neighbor Helping Neighbor

www.SamaritanHouseSanMateo.org

JOB POSTING: NURSE PRACTITIONER/PHYSICIAN ASSISTANT

NEIGHBOR HELPING NEIGHBOR

As one of San Mateo County's leading agencies, Samaritan House is a community based volunteer driven nonprofit organization working to meet the essential daily needs of more than 12,000 low income community members per year. For the last 40 years our goal has been to improve lives, promote self-sufficiency and preserve dignity through our supportive services. Our dedicated staff and volunteers lead the agency by striving for excellence, leveraging community resources and implementing creative solutions for our community's needs. We are proud to provide our core services free of charge and practice dignity and respect in everything we do.

Our Agency offers excellent opportunities for individuals with proven strong, creative, results driven leadership skills who possess excellent work ethic and integrity. We welcome individuals who are resilient, love working with people of diverse backgrounds and seek to make a difference by helping us create a caring community helping our neighbors in need.

THE SAMARITAN HOUSE FREE CLINIC NURSE PRACTITIONER/PHYSICIAN ASSISTANT

This position is responsible for ensuring the delivery of exemplary service to Agency clients within our Free Health Care Clinics. Service delivery is in the form of high quality comprehensive primary care to clinic patients including taking histories, performing physical examinations, ordering laboratory tests, diagnosing and determining/providing appropriate treatment for common illnesses and injuries. This position may prescribe medications with furnishing license and dispense medications from the clinic dispensary. The Nurse Practitioner is responsible for performing duties independently within the scope and limitations of licensure.

Administrative duties include oversight of medical operations and growth of program in collaboration with the Medical Director including timely and efficient clinic flow, support of medical staff and volunteer nurses, medical assistants, and interpreters; coordination of care with providers; oversight and coordination of referrals; oversight and implementation of health education programming. This position is also responsible for the collection and record keeping of all annual certifications for licensed medical staff and volunteers.

This position is grant funded. Funding is currently allocated for one year. Should funding be renewed the position may possibly extend two or three years after. Job will exist as long as funding is available to support this position.

Position is Full time, Salaried, Exempt. Salary range is \$88K to \$104K annual commensurate with experience. Benefits include: Medical, Dental, Life, LTD, AD&D, nine (9) paid holidays, first year paid time off accrual of 22 days. Voluntary Benefits include: AFLAC salary replacement insurance plans, Retirement and Vision Care

CANDIDATE QUALIFICATIONS

- Master's Degree in nursing and advanced education in the primary care of patients
- Current RN licensure and current Nurse Practitioner Certification or Physician Assistant in the State of CA
- Proof of licenses and certifications will be required submissions.
- Current furnishing number by the Board of Registered Nursing required.
- Current DEA number for prescribing medications
- Current NPI number
- ACLS Certification
- Demonstrated experience in a primary care setting- minimum 4 years' experience with internal for family practice medicine
- Two or more years' experience of administration, supervision and leadership in a clinic setting.

- Genuine passion in caring for underserved and working with people of diverse backgrounds; commitment to the mission and values of the Samaritan House clinic. Demonstrated knowledge of Samaritan House's target service population.
- Demonstrated ability to effectively supervise and coach medical volunteers.
- Minimum 4 years supervision experience.
- Successful Crisis Management and Conflict Resolutions Skills
- Strong Analytical and Evaluative skills.
- Demonstrated ability to communicate effectively both oral and written; bilingual/bicultural proficiency in English and Spanish is strongly preferred.
- Proven Computer Proficiency with Microsoft Office Suite to include data entry and information management systems. Ability to quickly learn various computer programs and databases including Electronic Health Records Systems.
- Ability to work flexible schedules, including evenings and/or weekends as needed.
- Ability to drive to other locations must have dependable transportation with insurance, and a clean driving record.
- Proven ability to conduct all business and interactions with all constituents in a highly ethical manner demonstrating high level of integrity. Strong ability to maintain confidentiality and comply with HIPPA privacy requirements.
- Demonstrated ability to exercise appropriate judgment with tact and diplomacy both under normal and stressful situations. Must be able to maintain appropriate composure and professional demeanor when faced with escalated situations and must be able to de-escalate situations when needed in what can be often times a stressful and emotional work environment.
- Highly developed interpersonal skills. Ability to establish and maintain successful and effective relationships with Samaritan House constituents. Must be able to work independently and collaboratively within a team.
- Demonstrated solutions based approach to timely problem solving. Ability to be creative and show initiative.
- Ability to follow and organize required activities according to Samaritan House policies, procedures and best practices which include any related federal, state, or local agency requirement.
- Ability to understand and follow oral and written instructions in an independent manner, able to meet deadlines and complete all work in a timely manner (within required deadlines).
- Demonstrated data/file/records management skills, strong organizational and time management skills, and strong multitasking skills. Ability to prepare any necessary data or reports requested.

ESSENTIAL FUNCTIONS OF THE POSITION

INCLUDING BUT NOT LIMITED TO:

1. Provide primary care to Samaritan House Clinic patients in accordance with standardized medical procedures.
2. Consult with medical director on diagnosis and treatment of specific cases in accordance with standardized procedures or supervising physician.
3. Provide health education and counseling to patients as needed
4. Provide health education and counseling to patients and their families on diabetes, HIV AIDS or other related health conditions
5. Appropriately document medical and psycho-social information in patient chart and other records in accordance with industry standards
6. Evaluate patient care outcomes in accordance with industry standards and continuous quality assurance criteria
7. Interface with other clinic staff RN's, MA's, Administrators and receptionists for the provision of medical care to patients.
8. Evaluate laboratory results and take appropriate action.
9. Evaluate services and code them appropriately.
10. Work in partnership with the Medical Director, Volunteer and Dental Program Directors and Clinic Administrator to ensure comprehensive high quality care for clinic patients, maximizing use of volunteers to provide care.
11. Lead and oversee clinic operations in collaboration with volunteer and dental program manager and clinic administrator including but not limited to volunteer medical staffing, scheduling, patient flow, clinic set up, patient follow up coordination.
12. Oversee orientation, training and supervision of medical volunteer workforce according to policies, procedures and any federal, state, and local regulations.

13. Work closely with Medical Director to improve and expand services.
14. Oversee development and implementation of health education programming, maximize use of volunteers.
15. Oversee quality improvement, encourage standard processes for work areas, implement controls to assist volunteers with flow, implement and document quality improvement and assurance activities.
16. Ensure clinic has all necessary medical supplies and equipment, manage inventory and serve as liaison to providers in terms of equipment and supplies needed.
17. Oversee coordination with DPH for Hepatitis A, B, flu vaccines and PPD serum.
18. Ensure clinical procedures follow all state and federal local OSHA CLIA and other regulatory guidelines including Samaritan House Clinic Policies. Ensure all staff and volunteers are trained in all proper procedures.
19. Work with clinical support staff to schedule imaging, diagnostic, specialty and surgical referrals. Monitor patient follow up of all referrals maximizing use of volunteers
20. In partnership with Clinic Administrator implement patient no show policy
21. Work closely with medical director to ensure continuity of care for all referrals and follow up.
22. Ensure the delivery of excellent patient/client service at all times.
23. Demonstrate and work within Samaritan House values in all dealings with all Samaritan House constituents including but not limited to clients, staff, leadership team, etc.
24. Represent the organization in a professional and courteous manner at all times.
25. Report and complete any necessary incident reports within 24 hours. Review the incident report(s) and discuss with Director of Operations and Medical Director, as needed
26. Attend trainings and meetings as assigned.
27. Other duties as assigned.
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53. Attend trainings and meetings as assigned.
54. Other duties as assigned.

APPLICATION

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE
Director of Human Resources
4031 Pacific Blvd.
San Mateo, CA 94403
E-mail:
hr@samaritanhousesanmateo.org
Via facsimile: (650) 294-4336
No phone calls, please!

Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.

Samaritan House is an equal opportunity employer.