



POSITION DESCRIPTION

Position title:	Advanced Practice Provider- Nurse Practitioner/Physician Assistant
Candidate:	Vacant
Department:	Free Clinics
Supervisor:	Medical Director and Associate Director(s)
FLSA:	Full-time/Exempt
Salary:	\$120K
Effective date:	ASAP

OUR IMPACT

For over 45 years, Samaritan House has been leading the fight against poverty in San Mateo County. We're the only organization that delivers the full breadth of essential services and personalized support to the working poor. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain an active, successful part of our community. After all, an enduring community is only possible when every person has the resources they need to live.

OUR CULTURE

We're passionate about providing our employees with a supportive work environment and experiences that help them grow. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and stellar work ethics. We welcome candidates who love working with people of diverse backgrounds and want to make a difference by fostering community care for our neighbors in need.

YOUR IMPACT

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 Advanced Practitioner is responsible for performing duties independently within the scope and limitations of licensure. This position has two supervisors collaborating toward the success of this role: Programmatic Medical Provision is supervised the Medical Director/Associate Medical Director and Administrative General Operational duties are supervised by the Associate Director of Clinic Operations. This position is grant funded.

JOB REQUIREMENTS

Please note our preferred and in some cases required qualifications for this position:

REQUIRED Education, Licenses and certifications to be presented at time of hire–

- Current Advance Practice License – Nurse Practitioner (preferred) or Physician Assistant fully licensed to practice the state of CA.
- Proof of valid, unrestricted license and certification will be required submissions
- Current furnishing number by the Board of Registered Nursing required for Nurse Practitioners.
- Current DEA Number
- Current NPI Number

REQUIRED Experience- Minimum 2 year of experience in the following:

- Working in Internal or family medicine
- Direct patient care

Other Skills and Expertise -

- Bilingual and Bicultural English and Spanish is highly desired; at a minimum, basic medical Spanish preferred.
- Superior and professional written and verbal communication skills. Strong emotional intelligence skills.
- Knowledge of social and economic problems pertaining to low-income, culturally diverse and underserved populations. Demonstrated knowledge of Samaritan House's target service population.
- Strong Analytical and Evaluative skills.
- High level of ethics, integrity, compassion and transparency in all interactions and conducting of business. Strong ability to maintain and comply with HIPPA Privacy Requirements. Excellent ability to maintain professional boundaries with all agency constituents.
- Demonstrated ability to exercise appropriate, professional and sound judgment with tact and diplomacy both under normal and stressful situations.
- Excellent interpersonal skills with successful crisis management and conflict resolutions skills. Ability to establish and maintain effective relationships with Samaritan House constituents of diverse backgrounds. Must be able to work independently and collaboratively within a team. Excellent customer service skills.
- Excellent ability to deliver solutions-based approach to problem solving in a timely manner. Creative thinker with high energy, initiative, positivity and enthusiasm.
- Ability to follow Agency Policies and organize required activities according to Samaritan House policies, procedures and best practices which include any related medical field, federal, state, or local agency requirement.
- Excellent analytical skills, strong organizational, and time management skills, strong and effective multitasking skills. Accuracy and attention to detail is important as well as flexibility to meet the evolving needs of the department in a fast-paced work environment
- Computer Proficient. Good experience with Microsoft Office Suite, PrimeSuite and or other electronic health record systems. Ability to quickly learn computer programs, applications and databases. Knowledgeable with use telecommunication applications as assigned- Zoom, Skype, FB Messenger etc.
- Demonstrated data/file/records management skills. Ability to prepare any necessary data or reports requested.
- Positive and resilient attitude with ability to maintain grace under pressure, excel and contribute to a collegial and friendly working environment. Ability to function as a team player who promotes the concepts of collaborate work in all areas with a sense of humor and a cooperative spirit.
- Ability to meet deadlines and complete all work in a timely manner.
- On rare occasions flexibility in schedule may be needed, including evenings, holidays and/or weekends.
- On rare occasions, the ability to independently travel to various agency locations as assigned for training programmatic reasons or other agency business.

WORK ENVIRONMENT/PHYSICAL ACTIVITIES/BENEFITS

Candidate must have the physical, visual, and auditory ability to perform the essential functions of the job and to respond to emergencies with or without reasonable accommodations. Reference checks and background checks will be performed prior to and at commencement of employment. Candidate must be able to work in a clinic environment with occasional-to-regular interruptions. Activities may include but are not limited to: repetitive hand/arm motion (computer work), extended periods of standing and/or sitting at a computer workstation, regular travel, occasional bending, pulling, pushing, reaching, lifting, and carrying up to 25 pounds. This position will require the usage of a mobile device or other assigned equipment, which will be provided.

Samaritan House requires all candidates to be fully vaccinated (including any mandated boosters) as a condition of employment and to receive a job offer. During the pandemic some positions will work remote, hybrid or onsite-This position is onsite. While on site all employees regardless of vaccination status are required to wear masks and social distance and abide by the Agency's Covid Protection Policies.

BENEFITS INCLUDE: Health, Dental, Vision, Life/LTD, EAP, 403(B) Retirement Match, 22 Days first year PTO, 9 Paid Holidays, Pet Insurance, AFLAC.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Provide excellent primary care to Samaritan House Clinic patients in accordance with standardized medical procedures and agency values.
2. Consult with medical director or other physicians 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. Appropriately document medical and psycho-social information in patient chart and other records in accordance with industry standards
5. Evaluate patient care outcomes in accordance with industry standards and continuous quality assurance criteria
6. Collaborate with other clinic staff RN's, MA's, Administrators and receptionists for the provision of medical care to patients.
7. Evaluate laboratory results and take appropriate action.
8. Dispense medications for your patients and assist with refilling requests from other patients, as needed.
9. Work in partnership with the clinic management team to ensure comprehensive high-quality care for clinic patients, maximizing use of volunteers to provide care.
10. Assist with training and clinical care provided by clinic's volunteer workforce according to policies, procedures and any federal, state, and local regulations.
11. Work closely with clinic management team to offer and improve services to meet the needs of the patients and community, including social determinants of health.
12. Work with clinical support staff to schedule imaging, diagnostic, specialty and surgical referrals.
13. Work closely with Associate Medical Director to ensure continuity of care for all referrals and follow up.
14. Perform all work within professional boundaries, excellent ethics/integrity and in good faith.
15. 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.
16. Represent the organization in a professional and courteous manner at all times.
17. Assist in the maintenance of a safe work environment. Report and complete any necessary incident reports within 24 hours. Report COVID-19 policy violations. Discuss and review the incident report(s) with Associate Director of Clinic Operations.
18. Attend community and agency events, trainings and meetings as assigned.
19. Other duties as assigned.

HOW TO APPLY

Samaritan House is an equal opportunity employer. Interested candidates will be required to submit a cover letter and resume to:

Samaritan House
Director of Human Resources
4031 Pacific Blvd. San Mateo, CA 94403
hr@samaritanhousesanmateo.com
FAX: (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.

If applicant is a referral, please include the name of the referral contact in your cover letter.