Community Health Alliance of Pasadena (ChapCare)
Job Description

Title: Nurse Practitioner
Department: Medical Department
Reports To: Chief Medical Officer
Directs: Medical Assistants
EEOC: Professional
FLSA Status: Non-Exempt
Salary Range: Competitive Salary Offered

Summary: The Nurse Practitioner, working collaboratively within a multidisciplinary health team, is responsible for providing complete clinical care for patients, both well and ill. The Nurse Practitioner educates patients and/or families in order to promote wellness, prevent health problems, maintain current health and intervene in acute or chronic illness.

Responsibilities:
- Evaluates patients/families by conducting comprehensive or episodic health assessment. Acute and/or chronic health problems which may include psycho social, cognitive and personal assets and limitations of the patient/family, with an emphasis on wellness.
- Establishes medical diagnoses by ordering and evaluating diagnostic studies and performing and monitoring therapeutic procedures. Assesses, manages and supports clients in follow-up plans and referrals.
- Prescribes and regulates medications by referring to practice protocols and/or telephone consultation with physician.
- Maintains, coordinates and expedites services by recording and documenting health appraisal data.
- Assumes responsibility and accountability by managing time, professional relationships and personnel interactions.
- Seeks to improve management to patients/families by acting as a resource to health care staff and by implementing community educational programs.
- Offers continuing education in areas of expertise by developing, conducting, or evaluating formal or informal in-service classes to all clinical, volunteer and other personnel.
- Maintains and enhances current level of knowledge by seeking relevant educational resources.
- Acknowledges importance of research process by contributing ideas, collecting data, sharing knowledge and applying findings to practice.
- Fosters positive, interpersonal relationships and a professional image by adhering to customer service standards with internal and external contacts, whether in person or over the phone.
- Participates in case management meeting and staff meetings.
- Performs other job related duties as assigned.

Education and Experience Requirements:
- Graduation from an accredited school of nursing
- California license as Nurse Practitioner
- Must have the ability to pass a pre-employment physical examination
• Valid California “Class 3” Driver’s License and current liability insurance
• Three years of related clinical nursing/medical experience

**Special Knowledge, Skills, Abilities:**
• Prescriptive authority.
• Substantial interpersonal skills necessary to instruct patients and their families and to collaborate with health team members.
• Good organizational skills and strong positive public relations skills.
• Ability to work with people within and outside department to collaborate with other team members and physicians.
• Organize work priorities with attention to details.
• Must be flexible to handle multiple tasks simultaneously.

**Physical Demands/Working Conditions**
The physical demands described here are representative of those that must be met by an employee 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 may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis.

*Please send resume to [HR@chapcare.org](mailto:HR@chapcare.org) or fax to 626.204.0086.*