



Public Health
Prevent. Promote. Protect.

NORTH CENTRAL PUBLIC HEALTH DISTRICT

"Caring For Our Communities"

POSITION ANNOUNCEMENT &
JOB DESCRIPTION
For

Nurse Practitioner/Physician's Assistant

Please send a resume and letter of interest to:

North Central Public Health District
Attention: Operations Manager
419 E. 7th Street, The Dalles, OR 97058

OR

By email to:
kates@ncphd.org

Application Deadline: May 31, 2024



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NORTH CENTRAL PUBLIC HEALTH DISTRICT
“Caring For Our Communities”

Job Description: Nurse Practitioner / Physician’s Assistant

Our Vision

We lead and inspire our community in the creation of an equitable, safe, and healthy environment.

Mission Statement

Prevent, Promote, and Protect for a thriving community.

Values

As NCPHD staff we commit to guiding our decisions, behaviors, and relationships by these values:

- H** – Healthy people and communities / Holistic approach
- E** – Equity and social justice / Evidenced based
- A** – Accountability and quality / Advocate, inform, educate
- L** – Leadership and innovation / Leading the way in public health initiatives
- T** – Trust and transparency / Trust through interactions with one another
- H** – Humility and respect / Health and well-being of all people

Job Title:	Nurse Practitioner / Physician’s Assistant	FLSA Classification:	Non-Exempt
Reports To:	Clinical Program Supervisor	Salary Grade:	Class 19 (\$44.76-\$58.39)
Department:	Public Health	Attendance Expectation:	3 work days (22.5 hours) per week, full benefits package available
		Revision Date:	April 2024

Summary:

Advanced Practitioner as a Reproductive Health Clinician

The Advanced Practitioner will have a primary focus on providing high-quality reproductive and sexual health services for all the community – including adults and adolescents, and underserved or marginalized populations. This individual must possess intellectual, technical and functional clinical expertise in contraception, sexually transmitted diseases, and general reproductive and sexual health. They will perform a full range of complex duties within a framework of established procedure and protocols. The advanced practitioner may be expected to provide clinical supervision to subordinate staff; however, supervisory responsibilities are ancillary to the main intent and focus of the position.

Essential Functions:

- Act as a clinician as assigned; provide health history assessments, physical examinations, collection and interpretation of laboratory specimens, interpretation of diagnostic test, and diagnosis of health conditions; access the physical, emotional and developmental status of patients; evaluate prescribed medications for drug interactions or adverse side effects. Scope of practice is focused on efficient and sensitive sexual and reproductive health care to the well patient, and immunization services to all ages.
- Respond to emergency situations; administer basic life support and/or call for emergency medical assistance.
- Discuss health condition with patient and provide counseling as appropriate; develop treatment plans to prevent or relieve the condition and prescribe medications allowed by scope of practice and pharmacy formulary; arrange for appropriate follow-up or referral based on clinical findings.
- Incorporate into clinical practice all the evaluations mandated by public health funding and practice.
- Seek consultation with physicians or other health providers regarding unusual or complex cases; consult with family members about patient care and treatment requirements. Health Officer will provide supervision for PA’s.

- Prepare reports and maintain accurate and current patient records, including use of electronic medical record, according to accepted practice standards and agency policy; prepare billing statements for payment for service.
- Collaborate with other health care team members in the promotion and provision of comprehensive public health care; work with program manager in the improvement of current services and the development of new services; including outreach services to all counties in the health district as appropriate.
- Coordinate clinic duties and functions with the Medical Assistant.
- Coordinate special projects and services as assigned.
- Utilize a wide range of medical equipment and instruments, as well as computer and other general office equipment.
- Perform point of service laboratory testing.
- Will prescribe, inject, insert, remove and/or explain the use of the full range of contraceptive devices available.
- Perform related duties as assigned, including participation in public health emergency preparedness training and events.
- Participate in quality improvement projects.
- Participate in regular staff meetings.
- Is to respond to a public health emergency as needed.
- Any employee may be required by their manager to perform other duties which may be necessary or desirable and for which the employee is qualified.
- Develop and maintain effective, harmonious and reasonable work relationships with others. Ability to initiate and maintain professional relationships with community Primary Care Providers (PCP's) and other health providers and make appropriate referrals.
- Willingness to work scheduled hours off-site, consistent with abilities and training; such as in school settings, jails, and neighboring health departments.
- Provide clinical support and direction to public health nurses and/or medical assistants who may be assigned to reproductive health programs. Provide clinical consultation to public health nurses serving clients.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires Oregon licensure as a Nurse Practitioner or Physician's Assistant.
- Master's Degree in nursing from an accredited college or university.
- CPR Certification is required.
- Ability to read, analyze, and interpret common technical journals, medical reports, and legal documents.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Professional nursing skills including an advanced skill in charting and billing efficiencies and requirements is necessary.

Knowledge, Skills, and Abilities:

Extensive knowledge of the principles and practices involved in patient care management, disease processes, treatment, pharmacology and patient education; psychiatric diagnostics and assessment tools; anatomy, physiology, psychology, sociology and other related sciences; preventive health maintenance and promotion; available specialty consultants and referral sources for specific complex patient conditions; recommended safety precautions and regulations. Ability to perform a thorough physical examination and operate medical instruments and equipment; effectively counsel and educate patients; diagnose patient conditions with skill; function independently with limited supervision; maintain accurate records and prepare reports according to standardized professional guidelines; maintain case confidentiality and sensitivity; understand and carry out policies and procedures; operate office equipment including a computer and peripheral equipment; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

Must meet the qualifications to practice as a Nurse Practitioner or Physician's Assistant in Oregon. Must have experience or additional training in Family Practice or Women's Health. A practitioner who is bilingual in English and Spanish is highly desired and will be given preference.

Certificates, Licenses, Registrations:

Must be currently licensed by the State of Oregon as a Nurse Practitioner with prescription privileges or be a licensed Physician's Assistant through the Oregon Medical Board. Must possess a valid driver's license.

Work Environment:

The work environment and physical demands 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.

NCPHD is a trauma informed organization. A trauma informed philosophy guides the organization's adoption of changing the question from "what's wrong with you?" to "what's happened to you?" All staff are expected to increase their knowledge of trauma informed practice and participate in related tools used in relating to each other, clients and customers.

Specific Tasks Involved:

See essential functions.

Veteran's Preference:

If you are requesting Veteran's Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214/DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter along with your application.

Equal Employment Opportunity Employer:

North Central Public Health District is an Equal Employment Opportunity Employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.