



Edwin M. Lee
Mayor

EMPLOYMENT OPPORTUNITY

CLASS: 2328

TITLE: Nurse Practitioner- As Needed, for Community Health Programs for Youth

SALARY: Biweekly [REDACTED]

DEADLINE: June 30, 2017

POSTED: June 14, 2017

JOB DESCRIPTION: The Department of Public Health is accepting applications for the following positions in class 2328 Nurse Practitioner.

LOCATION: Community Health Programs for Youth (CHPY) clinics including, but not limited to Cole Street Youth Clinic, Larkin Street Youth Clinic, Balboa High School Based Health Center, Burton High School Based Health Center, ACAC Youth Clinic, Dimensions Youth Clinic, Hip Hop Youth Clinic, and SPY Juvenile Hall, and 3rd Street Youth Clinic as directed by staffing needs.

SHIFT: 8am – 5pm Monday-Friday, evenings and weekends may be required

The SF Health Network is the city's only comprehensive system of care. Our top goal is to improve the value of services provided to our patients, staff and San Franciscans. Our Health Centers serve a dynamic and diverse populations including African American, Caucasian, Asian Latino and multicultural patients. Our Centers provide patient centered, team-based medical care that includes Behavioral Health, Social Work, Pharmacy, Health Education and Coaching, Podiatry and Nutrition services. Our clinicians and health care teams are committed to decreasing health disparities through our primary care and population health services.

Appointment type: As needed, Per-diem

ESSENTIAL DUTIES: Under the direction of the CHPY Medical Director, the Nurse Practitioner will be assigned to cover outstanding clinical care needs, and occasionally administrative and Quality Improvement duties at any of the CHPY clinics. The goal of this position is to assure smooth delivery of patient care when a provider who usually works at a site is out. Assignments will vary according to the needs of the various clinics.

The Nurse Practitioner in this position will

- be assigned to cover provider absences on a daily, weekly or monthly basis, including extended leaves
- work a regularly assigned clinic shift (if requested by supervisor)
- work between 8 hours to 20 hours per week on an on-call basis
- report their time to the CHPY special projects staff to outline where they are working each week.

Under general nursing and medical direction, utilizing standardized procedures, the Nurse Practitioner functions within an organized system for the delivery of health care in association with other members of the

health care team and performs specialized duties in clinical settings. In collaboration with the physician, the essential job functions include the following:

- Provide family planning, primary care, urgent care and relevant specialty care to culturally and gender diverse adolescents and young adults;
- Provide sexual and reproductive health care in a manner appropriate to youth, with appropriate counseling and health education and exam skills;
- Perform family planning procedures including IUD and Implant placements
- Maintains electronic medical records and electronic prescription writing;
- Participates in clinic staff meetings, project meetings and conferences when indicated;
- Participates in quality improvement;
- Maintains and utilizes a disease registry as appropriate;
- Screens and responds to patient referrals;
- Provides clinical case management as indicated;
- Collaborates with referring primary care providers in the care of shared patients,
- Leads patients groups; works effectively as part of a multidisciplinary team
- Provides patient self-management support;
- Organizes patient case conferences for complex cases as needed;
- Collaborates with identified project staff on special projects; and
- Performs other related duties as assigned/required.

SPECIAL CONDITION(S): Will work at various sites as dictated by CHPY staffing needs. Evenings and weekends may be required

MINIMUM QUALIFICATIONS:

1. **RN LICENSE:** Possession of a valid California Registered Nurse (RN) license issued by the California Board of Registered Nursing (BRN); **AND**
2. **NP LICENSE:** Possession of a valid California Nurse Practitioner (NP) license issued by the California BRN; **AND**
3. **EDUCATION:** Possession of a Master's Degree in Nursing (MSN) from an accredited college or university; **AND**
4. **CERTIFICATION:** Possession of national board certification (or eligibility) as a nurse practitioner issued by one of the following recognized national certifying body/organization:
American Academy of Nurse Practitioners (<http://www.aanp.org/Certification/Certification.asp>)
American Nurses Credentialing Center (<http://www.nursecredentialing.org/cert/index.html>)
AND
5. **SPECIALTY AREA B: ADULT or Pediatric** -- NP specialization in Family Medicine or Pediatrics

Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

Condition(s) of Employment:

All qualified candidates who have been selected for appointment to positions in all specialty areas must be an eligible billable provider and will be required to meet the following criteria:

Be eligible to participate in Medicare, Medicaid and/or other federal health care programs;

Possess a National Provider Identifier (NPI);

Submit a completed credentialing application and/or required documentation for credentialing; **AND**

Possess a valid third-party billable provider certification (such as Medicare, Medi-Cal and/or private insurance) **OR** have submitted a completed billable provider application, along with the required documentation, in order to obtain the appropriate billable provider status.

Failure to meet these criteria and/or 'Conditions of Employment' within two (2) weeks **PRIOR** to start work date may result in the delay of appointment and/or cancellation of employment offer. Once appointed, all qualified candidates/employees will be required to retain these qualifications throughout length of employment. Failure to demonstrate (show proof) of qualifications shall result in the termination of employment.

DESIRED QUALIFICATION(S):

- At least 1 year practicing in an outpatient setting in the past 2 years.
- Two (2) years of experience in a clinical setting serving adolescents and young adults.
- Desire to work with low income and multicultural youth, who have multiple medical and social problems.
- Desire to work with gender diverse youth
- Two (2) years of experience in a community based or outpatient clinic providing service to the medically underserved in a multicultural environment.
- Certification to insert Nexplanon contraceptive implant
- Training to insert IUDs with some experience over the last 2 years.
- Interest in community oriented primary care, managed care, quality improvement projects, teaching, and willingness to collaborate with other health professions and social service personnel.
- Proficiency in Spanish a plus.

APPLICATION PROCEDURE: Interested individuals must complete an application online and submit a **Resume** to **Melody Doan HR Operations Division, Attn: 2328 CHPY On-Call NP, 101 Grove Street, Room 210, San Francisco, CA 94102, email Melody.Doan@sfdph.org fax: 415-554-2530 by June 30,2015** Applicants with disabilities requiring accommodation during the interview process may contact the person/department listed. www.sfdph.org

The Department of Public Health is an Equal Opportunity Employer. Women, Minorities, and Persons with Disabilities are encouraged to apply

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

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