



FAIRBANKS NATIVE ASSOCIATION, INC

Job Description

Job Title: Advanced Nurse Practitioner
PCN: P801
Level: Level 8 Professional/Technical-Medical Expert
Status: Exempt
Position Reports to: Clinical Director

"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."

Job Summary: This position performs medical care of detoxification, physical examinations, psychiatric evaluations, medication prescription and monitoring, crisis intervention, coordination of community referral resources, and referrals. Provides education to clients, staff and community.

Essential Functions:

Ensures staff compliance of AMA approved medical supervision, case management/file documentation in accordance with established patient care protocols and timely and accurate submission of medical and psychiatric documentation, client billing, MIS reporting, monthly and quarterly reports and other data.

Supports organizational effectiveness and promotes team approach.

Promotes community collaboration and cooperation with area psychiatric medical agencies and health affiliations as needed.

Develops, promotes and facilitates health education for clients, staff and community per state grant requirements. Assesses ongoing staff training needs as well as protocol for Health and Safety, Quality Assurance, Public Health, Infection Control, Blood Borne Pathogens and Universal Precautions.

Maintains continuing education per state protocol, emergency procedures, state licensure and CPR.

Assists as needed for development, implementation, evaluation of budget, grant requirement, data, documents pertaining to medical models, Detox, mental health education, etc.

Participates in Detox and other component goals and grant proposal development as applicable.

Ensures safe medically monitored Detox from all substance (poly substance abuse) per DSM IV, ASAM criteria, medical standards AMA, and state/local protocols. Timely completion per grant awards for client physicals, medication management, psychiatric stabilization, and proper referral per level of care. Ensures policies and procedures and maintenance of client records, treatment plans, care plans and other related services provided to clients.

Accesses Title 47 clients and follows protocol for admission/discharge.

Reports all sensitive potentially legal situations to supervisor to determine course of action.

Participates in multi-disciplinary staffings, case reviews, and referrals and triage as necessary.

Assists staff in medical and psychological management of client in treatment, assists in evaluating acute medical problems.

Attends professional meetings, workshops and classes; maintains knowledge of current and future needs/trends in nursing, substance abuse, and mental health.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisor, and clients.

Performs other job-related duties as assigned.

Specifications:

Qualifications:

State of Alaska licensure as an Advanced Nurse Practitioner. Psychiatric specialty preferred.

Qualifies for DEA license (as allowed by law).

Above average communication and interpersonal skills with the ability to effectively administer written and verbal instructions.

Knowledge of computer operations and programs such as MS Word and Excel.

Strong understanding and sensitivity to diverse cultures and lifestyles, with demonstrated experience working effectively with Alaska Native populations.

Continued employment status (post job offer) will be contingent upon employee providing certification of tuberculosis screening and medical certification that employee does not, because of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the

workplace.

Continued employment status will be contingent upon satisfactory completion of a criminal background investigation and the pre-employment drug testing process.

Eligibility for FNA automotive insurance coverage, as demonstrated by a valid Alaska Driver License, and a current driving history.

Physical Demands:

The demands for this position will be considered sedentary for the amount of physical activity required. Position requires frequent standing, walking and lifting.

Working Conditions:

Works in an environment where protection of client confidentiality is essential.

Position may require emergency intervention with incapacitated patients. Emotional demands include frequent deadlines under pressure, irregular schedules, and contact with the general public.

Position may require travel between various program components of FNA, which may involve exposure to extreme weather conditions, as well as the hazards of operating a motor vehicle in bad weather.

Contacts:

Position has frequent contact with departmental staff, clients, and the general public. Contacts, on occasion, may be controversial and sensitive in nature.

A positive manner is required when representing department and organization at networking activities.

I, _____, have received, reviewed and completely
(Please print name)
understand the entire contents of this job description.

Signature of Employee

Date

Signature of Supervisor

Date

For HR use only:

PCN: P-8

ESC: 21-1023

W/C: HP

EEO: 1

Job Group: 1