

**Southwestern Wisconsin Community Action Program, Inc.**  
**Job Description**

**Job Title:** Nurse Practitioner - NHP

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**Exempt (Y/N):** No

**Salary Level:** 10

**Location:** Platteville

**Department:** NHP

**Supervisor:** NHP Program Manager

**Prepared By:** Jackie Bodden

**Date:** 04/12/2012

**Approved By:** Patricia A. Reynolds

**Date:** 1/28/2020

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**SUMMARY:** Provide comprehensive reproductive health care to clients in accordance with DPH guidelines and SWCAP Neighborhood Health Partners protocols.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

Perform physical assessments and preventative health measures in accordance with Title X, ACOG, DPH Family Planning/Sexual Health and Early Intervention Guidelines and best practice guidelines.

Order, interpret and evaluate diagnostic tests to identify and assess client clinic problems and health care needs.

Record physical problems and formulate plan based on client condition.

Maintain and or supervise follow up of abnormal lab reports and physical findings including abnormal pap log.

Discuss abnormal findings with client's primary health provider or with the medical director as necessary to prepare a comprehensive care plan.

Prescribe or recommend medication or other forms of treatment as needed.

Refer clients to physician for consultation or to specialized resources for treatment as needed.

Provide reproductive health information to clients and staff.

Identify and monitor clients with risk factors.

Act with program director as a liaison with the medical community.

Keep abreast of professional developments and knowledge in the reproductive health field.

Attend conferences relevant to job responsibilities.

Participate in the in-service education of program staff as needed.

Actively participate in staff meetings and participate on committees as needed.

Update protocols, procedures and fact sheets on a regular basis.

Responsible for OSHA and MSDS and prepare yearly staff trainings.

Assume coordination for or participate in special projects or research.

Maintain an up-to-date inventory on equipment.

Maintain relationships with area health care and social service providers and pursue improved ways of coordinating services.

Prepares clinic data reports for program director.

Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** Moderate

**QUALIFICATION REQUIREMENTS:** 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 essential functions.

**EDUCATION and/or EXPERIENCE:**

Registered nurse with two years of experience as an RN. Master's prepared Nurse Practitioner Certification. Women's Health preferred. Reproductive Health and family planning experience a plus.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from clients, regulatory agencies or members of the business community. Ability to write protocols, procedures and educational handouts. Ability to write routine reports and correspondence. Ability to effectively communicate information in one-on-one and small group situations.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret graphs and charts.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

Registered Nurse in the State of Wisconsin or compact state.

Licensed as a Nurse Practitioner in the State of Wisconsin.

Prescriptive authority in the State of Wisconsin.

Certification in specialty area.

Driver's license

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**OTHER SKILLS AND ABILITIES:**

Ability to work and communicate with persons of diverse education, income, culture, and age levels.

Assume a leadership position within the team.

Ability to maintain confidentiality.

Dependable car, car insurance and driver's license.  
Working telephone in residence.  
Commitment to NHP goals.  
CPR certification as required.

**PHYSICAL DEMANDS:** 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 essential functions.

While performing the duties of this job, the employee is regularly required to use hands, fingers, handle, or feel objects, tools or controls and talk and hear and taste or smell. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb, or balance and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.