



# Dilkon Medical Center

Job Vacancy Announcement #DDH-22-67

Closing Date: Open until filled

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**POSITION TITLE: Family Nurse Practitioner – Basic**

**DEPARTMENT: Medical Staff**

**LOCATION: Dilkon Medical Center**

## **Position Summary:**

Under general supervision of the Chief Medical Officer, the Family Nurse Practitioner (FNP) providing primary care services for ambulatory patients, individuals and families in the Dilkon Medical Center and two field clinics at Leupp and Winslow. The Family Nurse Practitioner works under supervision, but is expected to function autonomously in a variety of clinical settings. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

## **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Provides diagnostic, preventative, and therapeutic health services to patients and family members in a primary care facility, with the ability to function as an independent practitioner at isolated field clinics on Navajo Reservation.
- Secures a medical and developmental history from the patient or parent and performs a detailed physical exam, records findings and makes critical evaluations.
- Orders diagnostic tests and procedure and interprets the results.
- Discriminates between normal and abnormal findings to recognize early stages of physical, physiological, emotional, or mental problems.
- Makes decisions concerning medical care needs of patients which may involve various treatment modalities, medication prescription, and consultant / referral services when appropriate.
- Provides direct and independent medical care in the presence of illness or injury in order to maintain life, provide comfort, reduce distress and enhance coping ability.
- Works collaboratively with physicians in management of selected complex medical problems.
- Provides guidance to field clinic personnel in emergent situations regarding triage and disposition of patients.
- Serves as consultant for other WIHCC staff, including clinic nursing, community health nursing, and other disciplines regarding clinical issues and policies.
- Documents medical care appropriately in the WIHCC electronic health record, and in keeping with national standards as mandated by CMS and AAAHC. Documentation for completed patient encounters shall be sufficient to support appropriate billing for services by WIHCC.
- Participates regularly in medical staff meetings and activities, including peer review, quality assurance, and performance improvement activities.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

## **Minimum Qualifications:**

Requires completion of an accredited nursing program, and an accredited Master's program as a family nurse practitioner. Requires certification as an advanced practice nurse by the ANCC or AANP; as well as a valid, unrestricted Registered Nurse license, and a license as a Nurse Practitioner, along with prescribing privileges. Bilingual skills in English and Navajo

language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

**Knowledge, Skills, Ability:**

- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of, and sensitivity to, cultural and language differences.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.
- Ability to work as a team member and develop productive and cooperative working relationships with health care providers within the facility as well as healthcare providers in hospitals and nursing homes, private practitioners and law enforcement agencies throughout the community.
- Ability to possess excellent interpersonal skills in handling interactions with hospital staff, other agencies, groups, and patients and families.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

Work is performed in a clinical and office setting with a moderate noise, distraction level, exposure to various dusts and mists; and occasionally an outdoor setting with exposure to natural weather conditions. Work environment may involve exposure to physical risks, such as blood-borne pathogens and patients with infectious disease, and may involve operating potentially dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**