

Position Overview

The APRN is a vital member of the clinical care team. The APRN provides medical services for the patients of Volunteers In Medicine of Southern Nevada. The APRN provides quality compassionate care to all patients in accordance with the policies and procedures of the VMSN clinic.

Essential Job Functions:

- Assist in developing and implementing our Family Planning program (including, but not limited to, patient education on the topic of different options for birth control in men and women, as well as general pre-conception advice).
- Track data related to Family Planning.
- Provide primary care for VMSN patients including examining patients, providing education, ordering and reviewing lab and radiology reports.
- Responsible for the directing of clinical staff, as appropriate.
- Work as a team and communicate effectively with other staff members and volunteers.
- Build rapport with patients/families.
- Document patient information per VMSN policies and procedures.
- Administer vaccines and documents vaccine administration appropriately. (Check EHR and WebIZ prior to administration).
- Communicate with patients over the phone regarding labs, diagnostics/imaging, medications, and specialist referrals as needed.
- Provide patient education regarding diagnosis, medications, treatment, and medical procedures.
- Perform patient intake, medication reconciliation, and discharge during clinic hours.
- Perform routine lab testing as ordered and document results appropriately (blood glucose monitoring, urinalysis, rapid strep A, pregnancy tests).
- Perform control testing on all lab tests as needed.
- Provide quality, fair treatment of all patients.
- Promote and believes in VMSN mission statement to “provide quality health care and support in a culture of caring for the working uninsured or unemployed in Southern Nevada”.
- Relate to the public regardless of ethnic, religious, or economic status.
- Adhere to the highest standards of medical practice, ethics, and professionalism at all times.
- Maintain confidentiality of patients and VMSN records.
- Administer/ document all medication(s) as directed by physician.
- Actively promote VMSN in the community and drive philanthropy efforts.
- Perform other duties as assigned.

Required Qualifications:

- Graduate from an accredited APRN program.
- Current Nevada State license as an APRN.
- Professional clinical experience in specific area of practice, i.e. Family Practice.
- Successful completion of pre-employment background checks.
- Interest in designing and evaluating an efficient health care system in a community health care center setting highly desirable.
- Authoritative knowledge of the principles of practice

- Excellent oral and written communication and interpersonal communication skills.
- Ability to work independently and as part of a team.
- Working knowledge of computers including Windows and Microsoft Office.
- Follow written policies and procedures as established by the Medical and Nursing Directors.
- Bilingual in English and Spanish both spoken and written.

Physical & Mental Demands and Working Conditions: Requirements

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 the essential functions.

- Must frequently move about inside the office to meet with patients and access medical equipment, file cabinets, office machinery, etc.
- Must be able to remain in a stationary position at least 25% of time.
- Frequently communicates with co-workers and patients/clients in person and over the telephone to answer questions and provide assistance.
- Must be able to articulate concepts and ideas in a clear, concise and accurate manner.
- Must have the ability to assess problems and provide solutions and use good judgment.
- Occasionally will need to reach with hands and arms, lift up to 25 pounds, climb/balance, stoop/kneel/crouch/crawl and push/pull file cabinet drawers.
- Must be able to identify and assess information on computer screens and written reports and documentation and record accurate written and electronic messages and reports.
- Requires the ability to distinguish letters or symbols and eye/hand coordination.
- Position requires occasional (10%) travel within the local area, traveling to office and business locations to conduct business transactions. This involves exposure to weather conditions, traveling distances to and from buildings, and operating a vehicle.

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