

**COMMUNITY ACTION, INC. OF HAYS, CALDWELL AND BLANCO COUNTIES
JOB VACANCY NOTICE # 08-45**

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Date Posted: June 27, 2008

Program:	Health Services	Position:	Nurse Practitioner
Location:	Hays, Caldwell, Bastrop, & Williamson Counties	Status:	Casual/Substitute
Schedule:	Monday-Friday; (As Needed) 8:00am-5:00pm	Salary:	\$31.00 - \$36.00 / Hr.
	Application Deadline: Open Until Filled		

Mission:

To mobilize resources and engage communities in order to move families out of poverty and to ensure their children's success in school.

Strategic Function:

To ensure that all low income men, women, and children have access to health care.

Operating Principles:

- A. *Lifelong Learning:* Seeks innovative opportunities to expand knowledge, skills, and experiences.
- B. *Effective Communication:* Provides well thought-out, concise, and timely oral and written information.
- C. *Teamwork:* Considers group effort more important than individual effort.
- D. *High Personal Standards:* Sets challenging goals and continuously seeks feedback and opportunities to improve performance.
- E. *Flexibility:* Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.
- F. *Concern for Accuracy and Effectiveness:* Considers how work impacts both short term and long term operating efficiencies.
- G. *Initiative:* Is proactive rather than reactive.
- H. *Courteous and Respectful:* Ensures all business dealings and relationships are conducted fairly and honestly.

Duties/Responsibilities:

- 1 Reviews and interprets health and social histories prior to physical examinations and records all pertinent information in the client record.
- 2 Performs appropriate health screening examinations according to Community Health Services Program requirements and policies paying particular attention to the breasts and reproductive system.
- 3 Orders or performs laboratory examinations and interprets reports.
- 4 Counsels clients concerning results of physical exams, advisability of contraceptive choices, and concerns about sexually transmitted infections according to clinic policy.
- 5 Provides counseling and advice to clients on anatomy, birth control methods and sexually transmitted infections.
- 6 Implements birth control methods of choice or referral.
- 7 Implements treatment for STI's or referral as appropriate.
- 8 Refers clients with abnormal conditions or health care problems to physician of client's choice, when not covered by NP Delegation Protocol. Refers clients for social services as appropriate.
- 9 Requests and/or reviews outside medical records and documents follow up plan in client's record according to agency procedures.
- 10 Participate in agency inservices, Nurse Practitioner staff meetings, and assist in developing and implementing goals and plans for health care provided within the agency as assigned.

General Indicators:

- 1. Submits time sheets accurately and on time to supervisor.
- 2. Submits mileage accurately and on time to supervisor
- 3. Attends all staff and other meetings as assigned
- 4. Manages time effectively.
- 5. Is a positive role model
- 6. Maintains confidentiality: records, client services, and staff.
- 7. Adheres to Agency's best practices related to time and leave.
- 8. Dress is appropriate to work environment.
- 9. Maintains a safe, orderly and clean environment.
- 10. All other duties as assigned.

Qualifications:**Preferred:**

Knowledge of the principles and practices of Public Health Nursing, including knowledge of related cultural, social and economic forces in the community, in groups and in family relationships.
Rapport and communication ability with clientele and community.
Capacity for a high degree of confidentiality and empathy in delicate personal matters relating to human sexuality and a high degree of personal and professional maturity.
Ability to communicate orally English/Spanish.

Required:

Approved as an Advanced Practice Nurse by the Texas Board of Nursing.
Graduate of a Nurse Practitioner Program with a focus on Women's Health Care or additional education or experience in Women's Health Care.

Physical Requirements:

Lift 25-30 lbs

Other Requirements:

Must have dependable transportation, proof of vehicle liability insurance and ability to meet underwriting requirements for agency liability insurance.

Interested applicants should contact Ruth Salinas at:
P.O. Box 748, San Marcos, TX 78667-0748
(512) 392-1161 ext. 308
hrdept@communityaction.com

For additional information about Community Action, Inc. visit our Website at
www.communityaction.com.