



JOB TITLE: Key Clinic Lead Nurse Practitioner (NP)/ Physician Assistant (PA)
SCOPE: PRN Employee
SUPERVISION: Reports to VP of Clinical Services for task supervision; Reports to Key Clinic Supervising MD(s) for medical supervision

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

Key Clinic is a new component of DOORWAYS that will provide onsite specialty and primary care to the community at large. Services include primary care, STI testing, wellness prevention screenings, and on-site independent pharmacy access.

WHAT WE ARE LOOKING FOR:

The ideal Lead NP/PA will have experience working in a clinic with STI testing and primary care and be comfortable in treating patients of all ages and diverse backgrounds. The candidate must be highly collaborative, organized, and flexible, as well as mission-driven to provide compassionate, patient-centered care. The successful candidate will pass a background check, drug test, and any other screening/tests required by laws/regulations.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our participants. Benefits include malpractice insurance, highly competitive salary, flexible scheduling, and more!

MAJOR DUTIES AND RESPONSIBILITIES

- Responsible for creating and maintaining medical provider schedule for the entirety of the clinic. Accountable to manage schedule changes to accommodate the needs of all clinic providers and fill in for other providers if they become unable to fulfill any part of their scheduled shift.
- Provide training to all providers regarding the use of the clinic's Electronic Health Record (EHR) system. Ensure all providers are using the system as trained and implement ongoing coaching for use of the EHR as needed.



- Provide patient-focused care, placing all patients' individual needs, preferences, and values at the heart of all decisions and actions, treating patients as a whole person while building strong, professional relationships.
- Coordinate patient services with other physicians, staff, and volunteers to provide quality patient care in an effective manner, promoting and maintaining outstanding public relations with patients and their support systems
- Maintain complete and detailed records of patient encounters, health care plans, and prognoses
- Analyze and interpret patient's histories, symptoms, physical findings, and diagnostic information to develop appropriate diagnoses. Diagnose and treat acute healthcare problems, such as illnesses, infections, or injuries.
- Develop, maintain, and document treatment plans, based on scientific rationale, standards of care, and professional practice guidelines
- Provide patients with information needed to promote health, reduce risk factors, and prevent disease or disability
- Prescribe medications based on efficacy, safety, and cost as legally required for dosages, routes, and frequencies, based on patient characteristics. Detect and respond to adverse drug reactions, with special attention to vulnerable populations such as youth, pregnant and lactating women, or older adults.
- Counsel patients about drug regimens and possible side effects or interactions with other substances
- Recommend diagnostic or therapeutic interventions with attention to safety, cost, invasiveness, simplicity, acceptability, adherence, and efficacy. Order, perform, and interpret the results of diagnostic tests
- Document medical coding associated with patient encounters.
- Keep abreast of regulatory processes and payer systems, such as Medicare, Medicaid, managed care, and private sources
- All other duties and special projects as needed

SPECIFIC REQUIREMENTS

- Must have an active Nurse Practitioner or Physician Assistant license in the state of MO
- Experience working with the HIV, homeless, and/or LGBTQIA+ community is strongly preferred. Must have a positive attitude and work well with diverse populations.
- Must possess strong leadership, communication, and interpersonal skills with the ability to work independently. Must have confidence in healthcare decisions made regarding patient care.
- Must have proficient knowledge of Microsoft Office software, Outlook, and Electronic Health Record system(s).
- Ability to maintain strict confidentiality and build professional relationships with patients, staff, and external partners.

PHYSICAL REQUIREMENTS

The Lead NP/PA will do a large part of their work sitting and standing while assessing and providing care for patients. The Lead NP/PA may need to lift, push, or pull items up to 25 pounds during their workday.



ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of Lead NP/PA and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

Date

Signature

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.