



JOB TITLE: Key Clinic Nurse Practitioner (NP)/ Physician Assistant (PA)
SCOPE: Part-Time/Non-Exempt
SUPERVISION: Reports to VP of Clinical Services for task supervision; Reports to Key Clinic Supervising MD(s) for medical supervision

ORGANIZATION SPOTLIGHT:

At DOORWAYS, our work has **purpose** and our **impact** is real. Join a team that is changing lives of individuals at the intersection of illness and poverty. We build hope through housing, healthcare, and empowerment services.

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 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.

This part-time position will be scheduled to work at Key Clinic every Monday and Wednesday (except for acknowledged holidays) from 9:30-3:30. Hours may expand to 8:30-5:00 in the future, depending on patient volume.

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. Position opportunities include competitive salary, no weekend or on-call requirements, malpractice insurance, and more!

MAJOR DUTIES AND RESPONSIBILITIES

- Provide patient-focused primary care and STI testing/treatment, 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
- 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).
- Experience working with the HIV+, homeless, and/or LGBTQIA+ community is strongly preferred. Must have a positive attitude and work well with diverse populations.
- Ability to maintain strict confidentiality and build professional relationships with patients, staff, and external partners.

PHYSICAL REQUIREMENTS

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

All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status or national origin.