



# The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

[Link to Topeka Housing Authority Employment Application](#)

## **THA Employment Opportunities Open to the Public:**

(Click the below box to take you to the job description)



## The Topeka Housing Authority Open Positions

Link to [Topeka Housing Authority Employment Application](#)

<b>Job Title:</b>	<b>Family Nurse Practitioner</b>		
<b>Start Date:</b>	Immediately Hours: 40 hours/week Monday - Thursday 9:00-6:00 Friday 8:00-12:00 Full Time Permanent	<b>Reports To:</b>	<b>VP of Operations</b>
<b>Department:</b>	<b>Pine Ridge Partnership</b>	<b>HR Contact:</b>	<b>Aubrey Coufal</b>
<b>Applications:</b>	Email: <a href="mailto:acoufal@tha.gov">acoufal@tha.gov</a> Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	<b>Submit an Electronic Application:</b>	<a href="#">Topeka Housing Authority Employment Application</a>
<b>Job Description: Please see below</b>			

<p><b>I. JOB TITLE</b> Family Nurse Practitioner</p>
<p><b>II. TASKS</b> This staff member will perform the Family Nurse Practitioner tasks described below in a combination to be reviewed and agreed on at least annually.</p> <ul style="list-style-type: none"> <li>A. Perform the appropriate and ongoing patient screenings, history and physical examinations, initiate appropriate diagnostic work up and develop comprehensive treatment plans including preventative health care</li> <li>B. Provide patient, family and caregiver-centered education and counseling to a diverse community</li> <li>C. Refer patient(s) to other care providers and coordinate care as indicated</li> <li>D. Monitor quality indicators/evidence based care being provided at the clinic</li> <li>E. Manage common acute and chronic illness and appropriately refer complex medical cases to higher level of care</li> <li>F. Provide culturally relevant care to a diverse client population</li> <li>G. Interact and participate in community functions</li> <li>H. Other duties as assigned As assigned, perform other duties that require a level of skill, knowledge, and ability comparable to that required to successfully perform the tasks listed above</li> </ul>
<p><b>III. EDUCATION, SPECIAL LICENSES/CERTIFICATES</b></p> <ul style="list-style-type: none"> <li>A. Valid Kansas Class C Drivers license</li> <li>B. Maintain current, valid license to practice as an Advanced Practice Registered Nurse in Kansas</li> <li>C. Maintain Board Certification as a family nurse practitioner by ANCC or AANP</li> <li>D. Maintain DEA license in coordination with collaborating physician</li> <li>E. Current CPR certification</li> <li>F. Graduate from an accredited MSN or DNP nurse practitioner program</li> </ul>
<p><b>IV. EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>A. Strong relevant experience in managing a small-to-medium size professional office.</li> <li>B. Experience with interprofessional health care teams</li> <li>C. Experience with precepting health care students</li> <li>D. An equivalent combination of training and experience</li> </ul>
<p><b>V. KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>A. Knowledge of health care practices and procedures</li> <li>B. Standard office telephone etiquette and procedures</li> <li>C. Standard customer service etiquette and procedures</li> <li>D. Knowledge of EMR documentation</li> <li>E. Proficiency with Microsoft Word and relevant computer applications</li> <li>F. Possess an awareness of the social determinants of health</li> <li>G. Assess social and psychological needs</li> </ul> <p><b>VI. SKILLS</b></p> <ul style="list-style-type: none"> <li>A. Maintain HIPAA standards</li> <li>B. Demonstrate ability to work effectively autonomously and as part of a team</li> <li>C. Excellent communication skills to include record keeping verbal, oral, written and interpersonal skills.</li> <li>D. Maintain organization and flexibility</li> <li>E. Ability to adjust to changing deadlines</li> <li>F. Ability to foster positive relationships with clients, families, caregivers, and colleagues both in the immediate and broader community</li> <li>G. Advocate for clients, families and caregivers as well as promote THA and clinic's mission</li> <li>H. Thorough knowledge of office equipment and software systems.</li> <li>I. Problem solving skills to include creativity, resourcefulness, timeliness in analyzing and resolving patient health care problems</li> <li>J. Sensitivity to the needs of culturally diverse populations</li> </ul>
<p><b>VI. PHYSICAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>A. Handle and maintain files and records</li> <li>B. Ability to work at a computer</li> <li>C. Ability to bend, stretch, get in and out of a vehicle</li> </ul>