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)

| Family Nurse Practitioner | Job Posting will remain open until filled |
The Topeka Housing Authority  
Open Positions

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

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<thead>
<tr>
<th>Job Title:</th>
<th>Family Nurse Practitioner</th>
<th>Reports To:</th>
<th>VP of Operations</th>
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<tbody>
<tr>
<td>Start Date:</td>
<td>Immediately</td>
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<tr>
<td></td>
<td>Hours: 40 hours/week</td>
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<td>Monday - Thursday 9:00-6:00</td>
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<td>Friday 8:00-12:00</td>
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<td>Full Time Permanent</td>
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<td>Department:</td>
<td>Pine Ridge Partnership</td>
<td>HR Contact:</td>
<td>Aubrey Coufal</td>
</tr>
<tr>
<td>Applications:</td>
<td>Email: <a href="mailto:acoufal@tha.gov">acoufal@tha.gov</a></td>
<td>Submit an</td>
<td>Topeka Housing</td>
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<td>Fax: 785-357-2648</td>
<td>Electronic</td>
<td>Authority</td>
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<td>Application</td>
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Job Description: Please see below
I. JOB TITLE
Family Nurse Practitioner

II. TASKS
This staff member will perform the Family Nurse Practitioner tasks described below in a combination to be reviewed and agreed on at least annually.
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
B. Provide patient, family and caregiver-centered education and counseling to a diverse community
C. Refer patient(s) to other care providers and coordinate care as indicated
D. Monitor quality indicators/evidence based care being provided at the clinic
E. Manage common acute and chronic illness and appropriately refer complex medical cases to higher level of care
F. Provide culturally relevant care to a diverse client population
G. Interact and participate in community functions
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

III. EDUCATION, SPECIAL LICENSES/CERTIFICATES
A. Valid Kansas Class C Drivers license
B. Maintain current, valid license to practice as an Advanced Practice Registered Nurse in Kansas
C. Maintain Board Certification as a family nurse practitioner by ANCC or AANP
D. Maintain DEA license in coordination with collaborating physician
E. Current CPR certification
F. Graduate from an accredited MSN or DNP nurse practitioner program

IV. EXPERIENCE
A. Strong relevant experience in managing a small-to-medium size professional office.
B. Experience with interprofessional health care teams
C. Experience with precepting health care students
D. An equivalent combination of training and experience

V. KNOWLEDGE
A. Knowledge of health care practices and procedures
B. Standard office telephone etiquette and procedures
C. Standard customer service etiquette and procedures
D. Knowledge of EMR documentation
E. Proficiency with Microsoft Word and relevant computer applications
F. Possess an awareness of the social determinants of health
G. Assess social and psychological needs

VI. SKILLS
A. Maintain HIPAA standards
B. Demonstrate ability to work effectively autonomously and as part of a team
C. Excellent communication skills to include record keeping verbal, oral, written and interpersonal skills.
D. Maintain organization and flexibility
E. Ability to adjust to changing deadlines
F. Ability to foster positive relationships with clients, families, caregivers, and colleagues both in the immediate and broader community
G. Advocate for clients, families and caregivers as well as promote THA and clinic’s mission
H. Thorough knowledge of office equipment and software systems.
I. Problem solving skills to include creativity, resourcefulness, timeliness in analyzing and resolving patient health care problems
J. Sensitivity to the needs of culturally diverse populations

VI. PHYSICAL REQUIREMENTS
A. Handle and maintain files and records
B. Ability to work at a computer
C. Ability to bend, stretch, get in and out of a vehicle