



## 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: 20-40 hours/week Monday - Thursday 9:00-6:00 Friday 8:00-12:00 Full Time Permanent or Part Time Permanent	<b>Reports To:</b>	<b>President/CEO</b>
<b>Department:</b>	<b>Pine Ridge Partnership</b>	<b>HR Contact:</b>	<b>Aubrey Coufal</b>
<b>Applications:</b>	<b>Email:</b> <a href="mailto:acoufal@tha.gov">acoufal@tha.gov</a> <b>Fax:</b> 785-357-2648 <b>Mail:</b> 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>			

**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