



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](#)

Job Title:	Family Nurse Practitioner	Hourly Rate:	DOE
Start Date:	Immediately Hours: 40 hours per week Monday through Friday FULL TIME PERMANENT	Reports To:	President/CEO
Department:	THMS	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			

I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, tenants, and participants first; market competitiveness; and, financial strength and integrity.

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. CONTINUOUS IMPROVEMENT

- A. Promote innovation and positive change
- B. Improve THA programs and systems
- C. Improve THA facilities and complexes
- D. Participate in training and capacity building events as assigned

IV. KEY TRAITS

- A. Ability to learn, absorb, process and apply information
- B. Active listening and well developed oral communication skills
- C. Sound academic skills---reading, writing and computation
- D. Adaptability, creative thinking and problem solving, openness to change
- E. Self-management, self-esteem, goal orientation

Family Nurse Practitioner Position Description

- F. Effective in/with groups; well developed interpersonal, negotiation, and teamwork skills
- G. "Big picture" view of the organization; leadership skills; ability to organize and motivate one's self and others

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

VII. 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

VIII. 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

IX. 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

X. SUPERVISORY RESPONSIBILITY

Supervise health center staff and support staff as assigned.