

**POSITION:** Community Nurse Practitioner

**REPORTS TO:** Director, Case Management

**EXEMPT POSITION / PART TIME WORKING 24 HOURS A WEEK**

**POSITION SUMMARY:**

The Community Nurse Practitioner, in collaboration with the primary care team, provides ongoing medical care to high-risk, medically complex patients in their homes. The goal of the program is to improve outcomes and reduce hospitalizations by providing home-based, holistic NP visits and anticipatory guidance for our most clinically vulnerable patients.

**PRIMARY RESPONSIBILITIES:**

1. Provides appropriate clinical care to patients with complex medical conditions.
2. Updates primary care provider of patient's condition as indicated.
3. Documents all clinical activity in the Epic electronic medical record.
4. Submits appropriate billing and coding information via Epic.
5. Participates in weekly patient care rounds with the Case Management team.
6. Adheres to all insurance, contractual, and regulatory requirements.
7. Other duties as assigned.

*The above statements describe the general nature and level of works being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*

**SKILLS/KNOWLEDGE AND ABILITIES:**

1. Current unrestricted Massachusetts state license as an Advanced Practice Nurse (APN).
2. At least 2 years of recent community-based, geriatric nursing experience.
3. Effective communication, problem solving and negotiation skills.
4. Proficient in computer use and documenting in an electronic medical record (EMR).
5. Demonstrated ability to organize and work independently.

## **ESSENTIAL ABILITIES:**

1. Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, employees and general public.
2. Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports and related materials in electronic and hard copy form.
3. Ability to lift, move or carry objects up to 10 pounds regularly.
4. Ability to ascend or descend stairs or ramps using feet and legs, hands and arms.
5. Ability to maintain body equilibrium to prevent falling when walking, standing or crouching.
6. Ability to learn and carry out the primary responsibilities of the assigned position.
7. Ability to effectively communicate in writing and orally on job progress and other assignments and responsibilities.
8. Ability to conceive and articulate plans creates and manages detailed projects, organize and prioritize work.
9. Ability to analyze data and exercise sound judgment in making decisions and managing confidential or sensitive information.