



Position Title: Mid-Level Provider/Nurse Practitioner
Department: Open Door Clinic
FLSA Status: Full-Time, Exempt
Reports to: Medical Director
Work Schedule: Monday through Thursday (40 hours)
Salary Range: \$80,000 to \$85,000, Depending on Experience

JOB OBJECTIVE/SUMMARY: The Mid-Level Provider (Nurse Practitioner) is a member of the provider team for the Open Door Clinic and provides comprehensive care to a historically marginalized population of patients with one or more chronic health conditions. Among others, the mid-level provider delivers acute care to patients who visit the Walk-In Clinic for medical attention and treatment. This team member will assist in the care, follow-up, and oversight of the entire patient panel. He/She will ensure quality-of-service delivery. Incumbent must have an appreciation of the mission of Urban Ministries and promote a spirit of inclusion by providing supportive customer service.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Provide quality, evidence-based care for patients of the Open Door Clinic, including the ones that come to the Walk-In Clinic. Set a commendable standard of care regarding quality and efficiency, in both clinical delivery of care, as well as patients' experience.
- Perform physical exams, order/perform tests as needed, provide referrals when indicated and educate often.
- Maintain confidentiality of all patient records and have the ability to use and accurately maintain electronic health records.
- Support the growth of the Walk-In Clinic and other Clinic programs, including community services.
- Engage with Quality Improvement projects. Collaborate with other team members to provide quality patient care and establish effective metrics and programs throughout the clinical process.
- Adhere to standards, policies, and procedures of Open-Door Clinic.
- Assist onboarding and training of clinic providers and oversee, train and support interns regarding care standards, software, and program logistics.
- Other duties as assigned,

Work Shift: Clinic work schedule is 9 AM to 5 PM Mondays and Wednesdays and 9 AM to 7:00 PM Tuesdays and Wednesdays, allowing time for administrative duties.

EDUCATION/EXPERIENCE/SKILL REQUIREMENTS:

- Licensed medical provider (physician assistant or nurse practitioner) with current certification to practice in North Carolina
- BLS required
- Minimum three (3) years of experience working as mid-level provider required.
- Bilingual (Spanish and English) preferred.
- Must be detail oriented and organized with ability to multi-task and work efficiently.
- Familiarity with medical documentation and identification of preventive and acute quality metrics.
- Mid to high level computer proficiency (Microsoft Word, Outlook); hands-on knowledge of Athena a definite plus
- Able to work with minimal supervision.
- Strong communication and people (verbal, written, listening) skills.
- Must be a team-player.
- Must be punctual and report to work as scheduled / requested.

Incumbent will work in an Office / Clinic environment and must be able to physically perform all essential work functions; able to use stairs or elevator; able to occasionally carry up to 10 lbs. and use standard office / medical equipment (laptop, computer, tablet, fax, copier, scanner, telephone, etc.).

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