

**Southwestern Wisconsin Community Action Program, Inc.
Job Description**

Job Title: Registered Nurse - NHP

Exempt (Y/N): Yes

Salary Level: 6- Exempt

Location: Monroe

Department: NHP

Supervisor: NHP Director

Prepared By: Jackie Bodden

Date: 11/21/16

Approved By: Wally Orzechowski

Date: 12/7/2018

SUMMARY: Provide health care and education to clients as directed by the Program Director and/or Nurse Practitioner in accordance with DPH Family Planning and Women's Reproductive Health guidelines and SWCAP Reproductive Health Care Center protocols.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Perform clinic functions, as needed, to include client intake, reproductive health information and method information and distribution of prescription and non-prescription medications.

Provide contraceptive education to include review of all methods and educate as to specific method.

Provide testing and treatment for Sexually Transmitted infections and Expedited Partner therapy when indicated per DPH Guidelines and Standing orders.

Provide HIV/AIDS services to include testing, pre and post-test counseling.

Venipuncture for lab tests.

Pregnancy testing and all-option information with referral to community resources, prenatal providers, BadgerCare Express enrollment and Prenatal Care Coordination.

Assist Nurse Practitioner in identifying and monitoring clients with risk factors (ex: Contraception, STD'S, abnormal pap smears.

Provide program information and completion of forms.

Provide telephone triage and co-ordination of referrals and client questions.

Prepares and submits articles for publication in the program newsletter.

Assists in the presentation of program and reproductive health information to community groups and schools.

Assists in maintaining contact with area schools to identify educational opportunities.

Assists in the co-ordination of special projects.

Assists in the creation and/or revision of educational materials and clinic procedures.

Maintain educational supplies.

Responsible for the quality assurance procedures in conjunction with the Program Director to include chart audits, lab logs, OSHA and HIPAA requirements and procedure manuals.

Provide orientation and training to para-professionals and volunteers.

Actively participates in staff meetings and committees and shares new information with staff.

Willingness to attend conferences related to job responsibilities and stays abreast of current issues and information regarding family planning.

Other duties as required.

SUPERVISORY RESPONSIBILITIES: moderate

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: BSN degree with two years of work experience preferred. A Registered Nurse who is registered by the Wisconsin Board of Nursing.

LANGUAGE SKILLS:

Ability to read, analyze and interpret professional journals, technical procedures or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups and clients.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret graphs and charts.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems involving several concrete variables where only limited standardization exists.

OTHER SKILLS AND ABILITIES:

Ability to work with persons of diverse education, income, culture, and age levels.

Willingness to learn Family Planning and related health information.

Experience working with para-professional staff.

Experience with public speaking.

Ability to maintain confidentiality.

Dependable car, car insurance and drivers license.

Working telephone in residence.

Commitment to Family planning goals.

CPR certification annually.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use hands, fingers, handle, or feel objects, tools or controls and talk and hear and taste or smell. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb, or balance and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.