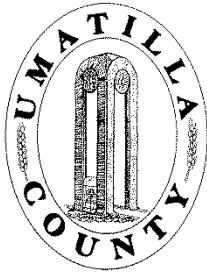


**UMATILLA COUNTY**  
**POSITION DESCRIPTION**



**Department:** UCo Health

**Position Title:** Nurse Practitioner

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** Exempt

**Salary Range:**

**Union Covered:** No

**BOLI Exempt:** Yes

**GENERAL DESCRIPTION OF POSITION**

The Pendleton School Based Health Center's located at the Middle School and High School provide convenient and affordable healthcare access to students of the Pendleton School District. Comprehensive healthcare is offered that includes behavioral health services from Qualified Mental Health Professionals onsite. These center's help to ensure students stay healthy and learning.

The Nurse Practitioner at the clinic provides assessment, evaluation, and treatment for students of Pendleton School District along with school staff and families as time allows. Working in partnership with the behavioral health staff the NP works to address the student's holistic healthcare needs. Coordination of the student's healthcare is done in partnership with the student's family, primary care provider, and other community resources.

**SUPERVISORY RELATIONSHIPS**

Works directly under the supervision of the Deputy Director and in consultation with the Public Health Officer. Retains full discretion allowed by license for operations of SBHC and practice of Medical Assistant.

**PRINCIPAL DUTIES OF POSITION**

- Obtain medical, social, emotional and developmental history as appropriate (EE).
- Perform comprehensive or focused physical exams (EE).
- Order appropriate screening and diagnostic studies (EE).
- Keep complete and accurate records in the patient's chart (EE).
- Consult/collaborate with physicians and other allied professionals (EE).
- Determine if referrals are needed (EE).
- Prescribe medications and treatments according to established standards of care (EE).
- Provide patient and family education and instructions regarding medications, treatment plans, and health maintenance (EE).
- Collaborate with mental/behavioral health professionals (EE).

## **OTHER DUTIES OF POSITION**

- Participate in and collaborate with the SBHC Multi-Disciplinary team (EE).
- Build trusting relationships with School staff personnel (EE).
- Participate in and assist with SBHC Certification process (EE).
- Assist with fund raising activities including grant writing.
- Other duties as assigned (EE).

## **REQUIREMENTS FOR POSITION**

### *Minimum Requirements*

- Current and unencumbered Oregon Nurse Practitioner and Registered Nurse licenses.
- Graduation from an accredited graduate-level program with a Master's of Science in Nursing.
- Board certified, family or pediatric specialty.
- 2 years of experience as a practicing Nurse Practitioner.
- Ability to communicate effectively.
- Ability to pass criminal background check

### *Preferred Qualifications*

- Family Nurse Practitioner (FNP).
- Graduation from an accredited graduate-level program with a Doctorate of Nursing Practice preferred.
- Experience with pediatric and/or adolescent populations.

## **SPECIAL QUALIFICATIONS**

### **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 the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

### **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 the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date