



## Job Description

### **NURSE PRACTITIONER / NURSE MANAGER** *Greater Boston / Cambridge / Somerville Communities*

#### **OVERVIEW:**

We are seeking a dynamic, experienced, nurse practitioner to assume a combined clinical and managerial role. In this role, you will be a practicing clinician in the program, but will also have administrative time to provide team leadership and supervision to the clinical group.

#### **POSITION SUMMARY:**

Exciting opportunity to join a dynamic team of clinicians in our innovative Network Health Alliance program. Our goal is to improve the health care and quality of life for individuals of all ages with chronic and complex health care needs. The nurse practitioner is central to the health care team and is responsible for the overall development and coordination of the plan of care for a specified panel of patients in need of primary care and intensive care management, working in collaboration with an inter-disciplinary primary care team. This program is a collaborative effort of Commonwealth Care Alliance, Prevention and Access to Care and Treatment (PACT), and Network Health.

#### **PERMANENT ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates care for patients to ensure continuous, comprehensive care
- Functions as a primary care nurse practitioner for a specified panel of patients
- Maintains appropriate written and oral communication
- Participates in assessing and improving quality within the scope of responsibilities
- Participates in activities and education to maintain and advance competency
- Actively participates in the evaluation of own performance
- Participates in the recruitment and orientation of new clinicians
- Works with the Director of Education to develop staff education programs
- Monitors clinician caseloads and coordinates patient and site assignments as well as overseeing tier assignment
- Participates in program development including on-going assessment of the clinical practice, marketing and outreach to network providers and referral sources, providing input relative to the development of the provider network, participating in the development of utilization management procedures, and participation in management meetings as requested

## **RESPONSIBILITIES (CONTINUED):**

- Provides direct supervision to the clinical staff including performance appraisals and competency review
- Provides leadership to the team
- Develops and maintains the on-call schedule and arranges for appropriate coverage
- Makes decisions within the scope of the job, reflecting knowledge of facts and care for patients and employees
- Seeks to maintain a work environment of effective communication and respect
- Maintains confidentiality of client and employee information
- Communicates a positive image as a representative of CCA Clinical Group

## **REQUIREMENTS**

- Master's degree in Nursing
- National certification as a nurse practitioner
- Current Mass license as a Nurse Practitioner
- Clinical supervisory experience
- Minimum of 3 years relevant clinical experience and demonstrated competency in the care of individuals with complex medical and psycho-social issues; home care and care management experience desired.
- Proven skills and knowledge base necessary for independent clinical decision making
- Excellent organizational skills
- Ability to function effectively as a part of a multidisciplinary team
- Effective oral and written skills
- Strong interpersonal and customer relation skills
- Effective teaching skills
- Bilingual candidates encouraged to apply
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