Job Title: Wellness Nurse Practitioner
FLSA Classification: ☒ Exempt
☐ Non-Exempt
Department: Diabetes Health Center
Compensation: $138,000 – $148,000 per year
Reports to: Clinical Services Manager

Summary
The CHT Wellness Nurse Practitioner will conduct wellness visits and create or update a personalized care plan to prevent or manage illness based on current health and risk factors. This will include performing a detailed assessment, collecting family and past medical history to assist in developing personal health and wellness goals. They will work closely with the CHT wellness team as well as the participants' external care team. Services will prioritize populations that are at highest risk for developing or worsening illness, frequent hospital visits and admissions.

Essential Duties and Responsibilities

- Perform wellness exams and assessments for participants at their place of residence, in designated clinic, or via telehealth.
- Assess new patients by gathering information, reviewing diagnoses and analyzing medical test results
- Develop complete plans of care to address the needs of patients
- Educate patients about their care plan and health care options and assist them in making key decisions
- Revise care plans based on patients' progress and input from physicians and other medical providers
- Update patient medical records after each encounter
- Offer emotional support for patients and their families
- Obtain and record patient's medical history and symptoms, including medicine reconciliation
- Conduct HCC coding, verification, and risk adjustment
- Collaborate with Primary Care providers; case managers/team to ensure completion of holistic patient care
- Complete patient charts within 72 hours (about 3 days) of patients' visits
- Abide by all HIPAA rules and regulations, maintain patients’ confidence by completing and safeguarding medical records

This position is a full time Wellness Nurse Practitioner opportunity (5 days a week, approximately 8am-5pm schedule). This role can include in clinic, telehealth, or in-home visits.

Supervisory Responsibilities: Supervise CHT Community Health Worker(s)
Experience and Qualifications

- Current California Nurse Practitioner license
- Extensive knowledge of medicine and anatomy
- Current DEA licensure / Prescriptive Authority post-hire
- Active CPR/BLS Certification
- Valid California Driver’s License
- Bilingual required—English and Spanish
- Strong verbal and written communication skills to interact with patients and medical providers
- Interpersonal skills to work with people of a broad range of socioeconomic and cultural backgrounds
- Multitasking skills to provide care for multiple patients
- Analytical skills to review documented medical information and use it to inform care plans
- Problem-solving skills to identify shortcomings of care plans and revise them accordingly
- Familiarity with word processors, spreadsheets, electronic record management programs and other software
- Organizational skills to plan patient appointments and meetings and to coordinate the activities of medical providers
- Nurse Practitioner certification from either the ANCC / AANP
- 2 + years of clinical experience as a NP in either Primary Care, Family Medicine, Internal Medicine, Gerontology or Palliative Care. Home care experience is a plus.
- Working knowledge of chronic care management and various medication options

Perks and Benefits:

- Competitive salary
- Relocation costs
- Stipend for continuing education
- Competitive salary
- Employer sponsored health benefits (medical, dental & vision)
- Paid holidays, vacation, and sick time
- 403B program
- Dedicated support staff such as registered dietitians and MD advisors
- Malpractice coverage
- Up to $500 reimbursement annually toward licensure renewal
Physical Demands and Use of Machines, Tools and Equipment
- Seldom (1–5%): reach above shoulders, use fax
- Occasionally (6-33%): bend, twist, push, pull, climb, squat, crawl, kneel; use copier and filing cabinet drawers & locks
- Frequently (34-66%): sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; use telephone
- Continuously (67-100%): use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 5 lbs); use writing instruments, computer

Work Environment
- Approximately 50% of the time performing job duties is spent indoors, within a standard office or clinic environment
- Approximately 30%-70% of the time is spent on the computer
- Approximately 75% of the time is spent interacting with colleagues and members of the community
- Noise level in the work environment is usually moderate
- The temperature of the work environment is moderate, and ranges from 65 – 80 degrees

Travel Requirements
This job requires regular local travel (50%).