

**Loyola Recovery Foundation  
Job Description**

**Job Title:** Nurse Practitioner/Physician's Assistant

**Reports To:** Medical Director

**FLSA Status:** Non-Exempt

**Department:** Medical

**Summary:** Provides primary health care services and referrals for patients under the direction of the Medical Director. Services include history and physicals, diagnosis and management of minor acute and chronic illness by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Respects and maintains patient confidentiality and demonstrates a positive and caring attitude toward all customers and staff.\*
2. Obtains alcohol, drug and medical histories and performs physicals on patients admitted to the unit.\*
3. Assesses withdrawal symptoms and orders medication to mitigate withdrawal symptoms.\*
4. Assesses and treats minor acute and chronic health care problems of patients or makes referrals to consulting providers and/or a higher level of care.\*
5. Assesses patients' current mental status.\*
6. Orders necessary diagnostic tests and prescribes appropriate medications and treatments.\*
7. Provides individualized preventive health care management through patient teaching.\*
8. Documents pertinent information in the medical records.\*
9. Oversees infectious disease screening and reporting.\*
10. Participates in committee meetings and activities and maintains clinical proficiency through continuing medical education.\*
11. Intervenes in crisis or emergency situations when event is of medical nature or a patient is a danger to themselves or others.\*
12. Provides on call telephone coverage for the unit during off hours.\*
13. Completes discharge plans.\*
14. Maintains current state professional license and registration.\*

**Qualifications:**

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 the essential functions.

**Education/Experience:**

Licensed and certified in New York State as an adult or family Nurse Practitioner or Physician's Assistant. Must have at least one-year full-time work experience in primary care and addiction.

**Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to supervisors at case conferences.

**Math Ability:**

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

**Reasoning Ability:**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of basic computer skills.

**Certificates and Licenses:**

Adult or family nurse practitioner or Physician's Assistant

**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 functions.

While performing the duties of this job, the employee is occasionally exposed to risk of radiation.

The noise level in the work environment is usually moderate.

**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 functions.

The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

I have reviewed the above position description with my supervisor and understand this to be a guideline for my current job duties. I understand that management retains the discretion to add or change duties in my position at any time. This position description will be used in evaluating my job performance.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

8/2012

To Apply: submit cover letter and resume by email, fax or mail: [tmarshall@loyolarecovery.org](mailto:tmarshall@loyolarecovery.org)

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