



521 4th Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

Bullhook Community Health Center (BCHC) is an equal opportunity employer. BCHC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Nurse Practitioner
Supervisor: Chief Medical Officer

Department: Medical
Salary: \$91,000 to \$120,192

Job Overview: Under the general direction and supervision of the Chief Medical Officer and/or Primary Care Collaborating Physician, this position provides comprehensive age-appropriate medical care, general health counseling, diagnosis, treatment, consultation, and follow-up for health center patients of all age groups. Participate as a member of the patient centered medical home team within the health center. Function as an educational resource to patients, the health center, students and the Community.

Essential Functions (Major Duties or Responsibilities):

- Participate in direct patient care
- Meet minimum patient care productivity requirements as may be set by the health center
- Meet requirements of outside funding and/or reimbursement sources.
- Provide continuous, comprehensive and culturally sensitive health care of the highest quality.
- Assist the team to provide case management to health center patients.
- Provide Medication for Opioid Use Disorder (MOUD) healthcare
- Provide all necessary documentation in the medical record of care provided to patient, including education, medications, referrals, diagnostic testing and follow-up.
- May assist in organizing and participating in special clinics
- Provide after hour call on a weekly rotation with the other medical providers
- Provide day-to day supervision of support staff with respect to individual patient management.
- Participate in case management review and discussion
- Assist in implementation of plans to meet the objectives of the annual "Health Plan" and other goals established by the QA/QI committee
- Participate in chart audits to assess success of QA/QI program.
- Participate in medical staff and other committees within the Health Center established to improve patient care and the overall operation of the Health Center.
- Provide supervision of students and residents in the health care professions.
- Become part of community groups or agencies to assist the Health Center's integration into the community.
- Provide assistance to the Medical, Operations, or Executive Officer to fulfill the work of the Health Center.
- Perform other duties as assigned.
- Handle protected health information (PHI) in a manner consistent with the Health
- Insurance Portability and Accountability Act of 1996 (HIPAA).

Minimum Qualifications (Education and Experience): Master's degree in Nursing or Doctorate degree in Nursing. Licensure in Montana as an Advanced Nurse Practitioner; Advanced Nurse Practitioner board certification in family medicine required. Current DEA and certification in BLS.



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Knowledge, Skills and Abilities (KSA's): Possess considerable knowledge of methods of general medicine and primary health care, methods of diagnosing, managing and treating medical disorders, as well as the systems of more serious illnesses or conditions, appropriate laboratory tests and drug and/or physical therapies involved, and of the problems and dynamics in treating medically underserved populations.

- Ability to work as successful primary health care team.
- Computer skills; proficiency with Electronic Health Records.
- Excellent oral and written communication skills.
- Ability to organize and prioritize tasks.
- Ability to work under pressure and meet deadlines.

Supervision: N/A

Physical and Environmental Demands:

- Sufficient manual dexterity, with or without reasonable accommodation, to operate a personal computer, telephone, and related equipment, as well as to use hands and arms in handling, installing, positioning, and moving materials, and manipulating things of up to 50 pounds.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodations, to listen to and understand information and ideas presented through spoken words and sentences and to communicate effectively with a wide variety of people.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to review a wide variety of materials in electronic or hard copy form.
- Sufficient personal mobility and physical reflexes with or without reasonable accommodation, to function within a medical office environment.

OSHA Classification I: Normal work routine involves potential for mucous membrane or skin contact with blood and/or body fluids; use of appropriate protective measures is required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.
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