



### **Job Description: Advanced Practice Nurse**

Chicago Women's Health Center (CWHC) was established in 1975 as a feminist health collective. CWHC's mission is to facilitate the empowerment of women and trans\* people by providing health care and health education in a respectful environment where clients pay what they can afford. CWHC does this through five programs: Gynecology, Counseling, Alternative Insemination, Integrative Health, and Outreach & Education. All services are provided on a sliding scale and regardless of a client's ability to pay. CWHC values diversity, striving to represent the communities it serves and to be affirming of all identities and life experiences. CWHC's modified collective structure means that every member has input into policy decisions and shares responsibility for the work of the organization.

#### **Position Description**

In order to expand services to include adult primary care and the option to bill insurance for services, CWHC is adding Advanced Practice Nurse positions to our health care team. The Advanced Practice Nurse will provide direct care to clients in the areas of primary care, gynecology, alternative insemination and transgender hormone therapy in a unique model of health care based on a collaborative approach with volunteer physicians and health educators. Services will be delivered in a way that allows for longer client visits, client participation, education and preventative care, a model we believe results in improved client care as well as a more relaxed and satisfying work environment for providers. The health care team includes two Advanced Practice Nurses who will work closely to fulfill the job functions. As a part of the leadership team in a modified collective setting, the Advanced Practice Nurse will promote collaborative work processes, open communication, and self-responsibility.

#### **Primary Responsibilities:**

*Provide direct client care following CWHC's model of care 80%*

- Create a safe, comfortable and non-judgmental environment for clients of all genders and identities.
- Provide care with an emphasis on client education.
- Perform complete health history, physical assessment, examination, and diagnosis.
- Demonstrate effective documentation in paper charting.
- Complete documentation and record keeping required for insurance billing systems.
- Oversee client follow-up for abnormal results.
- Consult with Medical Director on client care as defined per collaborative agreement.
- Act as resource to clinic staff.

*In collaboration with provider team, develop and enhance clinical services, programs and systems 15%*

- Develop new and enhance existing clinic operation systems to accommodate the inclusion of primary care and Advanced Practice Nurses into the clinical team.
- Assist with developing scope and protocols for the addition of primary care services, as well as assist with updating existing clinical protocols.
- Contribute to the development of insurance billing systems.
- Contribute to the development of a collaborative model of care between clinical services and the Integrative Health Program.
- Provide training to health educators in primary care topics.

- Participate in developing and implementing quality improvement plans.
- Attend monthly program committee meetings and staff meetings.

*Participate in collaborative approach to program and organizational management 5%*

- Contribute to the development of clinical program budgets, goals and objectives, and evaluation.
- Contribute to planning and implementation of organizational policies and practices.
- Work with health center staff on routine health center maintenance.

**Collective Involvement:**

- Join ad-hoc committees as needed (based on interest and/or specific skill set or position).
- Review meeting minutes from all programs to stay informed about health center activities.
- Participate in annual budget assessment process.
- Support CWHC through events attendance and community networking.
- Attend, actively participate, and vote in Collective Meetings (6 meetings per year).

**Qualifications and Requirements:**

- Completion of advanced practice nursing program and receipt of appropriate certifications. Examples: Adult Nurse Practitioner, Family Nurse Practitioner, or Women’s Health Nurse Practitioner
- Registered Professional Nurse licensure and Advanced Practice Nurse licensure by the State of Illinois or the ability to obtain Illinois licenses by the start date
- Willingness to enter into collaborative agreement with CWHC physician
- Certification in Basic CPR
- Experience in primary care required
- Two or more years of experience as Advanced Practice Nurse strongly preferred

**Skills**

- Experience in gynecology preferred
- Experience providing care to trans\*-identified clients preferred
- English/Spanish bilingual preferred
- Demonstrated clinical competency
- Understanding and interest in participating as a leader in a modified collective structure

**Benefits:**

This is a 20 - 30 hour per week position. The salary is commensurate with experience, in range that is equivalent to an hourly rate of \$30 to \$35. The person in this position will be considered a full time collective member of CWHC and is eligible for benefits including health insurance and paid time off.

**To Apply:**

Please send cover letter and resume to [hr@chicagowomenshealthcenter.org](mailto:hr@chicagowomenshealthcenter.org). Applications are due by 5pm on January 13, 2014. No phone calls, please.