

**Nurse Practitioner**  
**Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=223945>

Downloaded On: May. 11, 2024 1:24pm

Posted Oct. 19, 2023, set to expire Jul. 1, 2024

**Job Title** Nurse Practitioner  
**Department** Health Services  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Oct. 19, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Health Sciences

**Apply Online Here** <https://apptrkr.com/4508185>

**Apply By Email**

**Job Description**

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**Nurse Practitioner**

**Position Number:** T-024-2022

**Department:** Health Services

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):**

**Salary Range:**

**Salary:** Professional Expert - Licensed Professionals, Levels I-V: \$42.00 - \$70.00/hour

**Shift Differential:**

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**Open Date:** 05/16/2023

**Initial Screening Date:**

**Open Until Filled:** No

**Application Procedure:**

Complete application packets will be accepted until the position is filled; however, applications submitted by 11:59 p.m. (PST) on the listed Close Date are assured consideration. Applicants must submit all of the following materials online:

1. Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. College and/or university transcripts showing the awarded/conferred degree.

**Health & Welfare:**

Persons employed for temporary employment are not eligible to participate in the Colleges Health and Welfare plan or option fringe benefit plan in conjunction with their employment. Human Resources will track the eligibility requirements under the Affordable Care Act (ACA). Should a person meet the eligibility requirements, Human Resources will initiate an open enrollment period to enroll an ACA designated medical plan.

**Basic Function/Overview:**

**Essential Duties/Major Responsibilities:**

**Essential Duties & Responsibilities**

1. Provides clinical services to patients and coordinates the daily activities of hourly staff and student workers.
2. Performs medical and psycho-social assessments, interprets diagnostic data, determines diagnosis, and develops treatment plans for acute, episodic illnesses, injuries, etc. in accordance with established, physician-approved standardized procedures and guidelines.
3. Provides instructions to patients, orally and in writing, regarding findings, plans of care,

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instructions for self-care, and follow-up recommendations.

4. Oversees the delivery of clinical services on a day-to-day basis, including the scheduling of hourly staff and student workers, monitoring of daily events, etc.
5. Participates in the inventory, ordering, and maintenance of clinical supplies, equipment, and pharmaceuticals.
6. Assists the Director in researching current health trends and practices, as well as, developing and maintaining clinical protocols in accordance with current standards of care.
7. Serves as a resource and liaison for the college community on issues of health promotion, including health education presentations, resource material development, organizing outreach activities, and committee membership.
8. Gathers data on a regular basis to determine campus trends and needs, and to recommend program modifications in response to identified needs.
9. Establishes relationships with community health providers for the purpose of serving as referral agencies.
10. Evaluates, maintains, and updates a variety of health related records and files.
11. Compiles information and health statistics data for reports; checks data; prepares and assembles informational materials.
12. Provides referral information and assistance to patients related to local health and social service providers.
13. Provides health related information to health care and social service providers as requested.
14. Maintains a clean and orderly environment to ensure the health and safety of students.
15. Performs general clerical duties, including answering phones, inventory, ordering, and distributing medical and office supplies and equipment, copying, filing, recording data, and other support.
16. Maintains accurate records of activities and services provided.
17. Attends a variety of meetings and training sessions as required.
18. Learns and applies emerging technologies, to perform duties in an efficient, organized, and timely manner.
19. Performs other related duties as assigned.

**Knowledge of:**

1. Current principles, practices, methods, and techniques in the field of medicine.
2. Causes, treatment, and medical aspects of psychological problems.
3. Environment, ethics, and special human relationships in the field of medicine.
4. Role of various health care professionals.

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5. Medications and their desired effects, side effects, and complications of their use.
6. Basic laboratory procedures.
7. Various preventive and early diagnostic techniques; common medical conditions and the procedures involved in treatment and diagnosis of these conditions.
8. Community resources and current trends and concepts, ethics and legal matters pertaining to medical practice and mental health issues.
9. Communicable disease epidemiology, prevention and control in accordance with recommendations from local and State public health departments, and the Centers for Disease Control.
10. Health issues common to the community college population.
11. Basic first aid, CPR, and health assessment techniques.
12. Purposes, uses, and operating characteristics of a variety of equipment and supplies used in medical operations.
13. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility for example Health Insurance Portability and Accountability Act (HIPPA).
14. District organization, functions, rules, policies, and procedures applicable to assigned areas of work responsibility.
15. Modern office practices, methods, and computer equipment and applications related to assigned work.
16. Basic principles of record keeping and file maintenance.
17. English usage, spelling, vocabulary, grammar, and punctuation.
18. Techniques to communicate effectively when interacting with community agencies and individuals of various ages, disabilities, and socio-economic groups, and when representing the District in contacts with the public.
19. Techniques for providing a high level of customer service by effectively dealing with the parents, students, and District staff.

**Skills & Abilities to:**

1. Diagnose medical problems , assess mental health problems and perform therapeutic procedures to address problems, including referrals to appropriate providers.
2. Conduct physical examinations.
3. Collect, organize, record, and communicate data relevant to health assessments, including medical
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5. history and physical examination.

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6. Interpret diagnostic tests.
7. Perform basic laboratory tests including microscopy, phlebotomy, PPD skin tests, pregnancy tests, urinalysis, etc.
8. Maintain medical records as per current legal requirements.
9. Work responsibly with physicians and other members of the medical and mental health team.
10. Develop medical and mental health treatment plans to meet the needs of patients.
11. Instruct and counsel patients on health matters.
12. Recognize adverse signs and symptoms and react swiftly in emergency situations.
13. Operate medical equipment.
14. Write clear and concise health reports.
15. Administer first aid, CPR, and routine and emergency treatment procedures.
16. Understand, interpret, and respond with courtesy and sensitivity to the needs of patients from culturally and linguistically diverse backgrounds.
17. Implement a variety of activities related to health education programs; establish and maintain relationships with diverse community groups.
18. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
19. Operate modern office equipment including computer equipment and software programs.
20. Organize own work, set priorities, and meet critical time deadlines.
21. Use English effectively to communicate in person, over the telephone, and in writing.
22. Understand scope of authority in making independent decisions.
23. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
24. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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**Other Duties:**

**Knowledge Of:**

**Skills and Abilities:**

**Minimum Qualifications/Education & Experience:**

1. Equivalent to a Masters degree in Nursing or related field from a regionally accredited college or university and three (3) years of experience in a health care setting or private practice.
2. Possession of a valid California Board of Registered Nursing license to practice as a Nurse Practitioner with a specialty in family or adult care.
3. Possession of a valid California furnishing number issued by the Board of Registered Nursing.
4. A current Basic Life Support certificate issued by the American Heart Association.

**Equivalencies:**

**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**

Incumbents primarily work in a health clinic environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Incumbents may be

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exposed to blood and body fluids when rendering first aid, CPR, or treating patients. Incumbents may interact with individuals when interpreting and enforcing departmental policies and procedures.

**Physical Demands:**

Must possess mobility to work in a standard health clinic setting and use standard medical and office equipment, including a computer; to operate a motor vehicle to visit District sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and medical equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

**Hazards:**

**Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

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**Special Notes:**

**Foreign Transcripts:**

**Inquiries/Contact:**

For more details about this position, please contact:

Human Resources

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

Phone: (909) 274-4225

**Selection Procedure:**

**Special Instructions to Applicants:**

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11060>

**Contact Information**



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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