



NVIH POSITION DESCRIPTION

CERTIFIED NURSE MIDWIFE – Women’s Health Center

REPORTS TO: Lead Medical Provider

SUPERVISES: None

POSITION SUMMARY: Provides quality patient care under the direction of the physician in a clinic setting.

RESPONSIBILITIES:

1. Obtains a detailed history and performs physical examination on all patients.
2. Documents history, exam, and assessment in medical record appropriately.
3. Orders ancillary services such as X-ray, lab, pulmonary function tests, etc., interpreting and evaluating the results.
4. Consults and collaborates with other specialists and clinic staff as required.
5. Prescribes appropriate treatments following established clinic protocols.
6. Participates actively in the clinic Quality Assurance Program.
7. Assists in the development, implementation, and revision of advanced practice nurse protocols and standards of care.
8. Able to see 12-15 patients per shift (7-8 hour work day) under normal working conditions.

All NVIH employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH’s policies and procedures as they may from time to time be updated.

QUALIFICATIONS:

1. Current California licensure as Certified Nurse Midwife.
2. Current California Certified Nurse Midwife Furnishing License.
3. Prefer DEA number registration.
4. Current CPR BLS Certification.
5. Valid California driver’s license and proof of personal liability automobile insurance as required by California state law.
6. Prefer ACLS certification
7. Excellent oral and written communication skills.
8. Works well with other health care professionals.
9. Maintains confidentiality of patient information in clinic and community setting.
10. Demonstrates knowledge and skill in age appropriate care, and uses growth and development knowledge to plan care for all age groups.
11. Motivated to improve patient care and the work place by participating in clinic meetings, committees, and community projects when appropriate.

12. Indian preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

LANGUAGE SKILLS: 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 top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. 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, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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.

While performing the duties of this job, the employee is regularly required to communicate and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job

description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

FLSA STATUS: Exempt

DATE OF LAST REVIEW / REVISION: 2/2018

ASSIGNED SITE: Women's Health Clinic

Employee Signature

Date