

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

**Job Title:** Family Nurse Practitioner (Part-time)  
**Department:** Public Health Department  
**Reports To:** County Health Authority  
**Salary:** \$55.00/hour  
**Application Deadline:** Open Until Filled

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Provides quality primary care services to clients in accordance with generally accepted standards of professional practice and the policies of the Jefferson County Public Health Department. Implement the Indigent Healthcare Program including but not limited to the following: Provide health screenings and immunizations; refer patients for additional medical treatment or tests as necessary or required; complete patient charts in a timely manner; develop and promote wellness programs; disseminate health and wellness information; coordinate/work with other health professionals, as well as management as needed; focus on primary & secondary injury/illness prevention and health promotion strategies; incorporate case management strategies; facilitate effective communication between patients and staff; educate patients to become more knowledgeable, responsible and confident consumers of their healthcare. Ensure compliance with applicable state and federal healthcare laws. Regular and predictable attendance is an essential function of this position.

**Other Job Functions:** Performs other job related duties as directed by the Medical Director.

**NOTE:** The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

**EQUIPMENT USED:** Medical/laboratory equipment; personal computer/mainframe computer terminal; copy machine; calculator and other general office equipment as needed.

**JOB REQUIREMENTS**

**Education & Experience:** Graduate of a Family Nurse Practitioner/Physician's Assistant training program approved by the Council on Medical Education of the American Medical Association, or must have passed the examination given by the National Commission on Certification of Family Nurse Practitioners/Physician's Assistant or must successfully pass the Certification requirements within 6 months from start of employment with the County. Pediatric Advanced Life Support (PALS) and Advanced Cardiac Life Support (ACLS) certification is preferred.

**Specialized Requirements:** Texas Drivers License and acceptable driving record as specified by Jefferson County Vehicle Operators Guidelines.

**Knowledge, Skills & Abilities:** Must have knowledge of medical terminology, practices and procedures application of first aid; the maintenance of medical records, the maintenance, security and inventory of drugs, supplies and equipment; the submission of medical and related reports; successful candidate should have a working knowledge of laboratory, x-ray and physiotherapy: must have ability to deal effectively with patients; diagnose and form treatment plans and work under collaborative supervision of the County's Medical Director when treating the ill or injured; ability to recommend care and treatment of patients involving illness and injury, adaptable to varying and emergency situations. Excellent interpersonal and communications skills.

**WORK SITUATIONS/DEMANDS/EFFORT:** Work requires organizing; prioritizing; flexibility in order to assist with and coordinate a variety of duties and projects; meeting deadlines; communicating with patients in a courteous manner; county-wide travel; and travel to visit other healthcare providers.

**WORKING CONDITIONS:** Work is primarily in a climate-controlled area opened to the public and office traffic. Must be available to work a minimum 3 days per week, 8:00 a.m. to 5:00 p.m., with one (1) hour lunch break. (Part-time; 29 hours per week)

**PHYSICAL REQUIREMENTS:** Duties require frequent walking, standing, and lifting up to 25 lbs. Heavy patient contact with potential exposure to disease.

**Apply at: Human Resources Department  
Jefferson County Courthouse, Annex 1 Building  
1225 Pearl St., Suite 201, Beaumont, TX 77701  
(409) 839-2391  
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us)

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.