

**VOLUNTEERS OF AMERICA ALASKA  
ADVANCED NURSE PRACTITIONER  
POSITION DESCRIPTION**

**Position Title:** Advanced Nurse Practitioner

**Reports To:** Clinical Director of Adolescent Residential Center for Help  
(ARCH)

**Objective**

The Advanced Nurse Practitioner will examine and treat ARCH clients who require medical attention and will advise staff when other medical services are required. The ANP will further monitor resident's medication and coordinate with other providers when needed. ANP will ensure DHSS Childcare licensing requirements regarding medical care for the adolescents served are upheld.

**Essential Functions, Duties & Responsibilities**

***Medical Services***

The ANP will examine and treat ARCH clients who require medical attention. The ANP will refer out those individuals who require more medical treatment than what can be provided at the ARCH facility. The ANP will communicate to staff the medical status of clients under his/her care and relay any medical instructions. The ANP will follow up with all clients as necessary. Documentation is to be done in accordance with agency policy and client insurance.

The ANP will coordinate closely with consulting psychiatrist in the oversight and monitoring of client's psychotropic medication and act as a liaison between the provider, clinical staff and the client's family to ensure wrap around care.

The ANP will review the medical history available on each ARCH client to include current medications, physical, shot records and TB are compliant with agency policy and procedure. Pertinent medical information will be conveyed to staff in order to ensure the safety of our clients. A client's medical care will be coordinated with outside physicians as needed. Staff training will be provided in the staff on various medical issues as needed.

The ANP will facilitate quarterly groups to the residents at ARCH with an emphasis on infectious diseases, FASD, hepatitis, sexually transmitted diseases and other communicable disease that are associated with at risk behaviors.

The ANP will review the medication logs on each client receiving medications, review medication errors (critical incident reports) and count medications on a weekly basis. The ANP is responsible for calling in and ordering medications in a timely basis.

The ANP will review all agency policy and procedures regarding medications or medical care on an annual basis. The ANP will work closely with the Clinical Director and/or the VP of Treatment Services to ensure that the medication/medical policies and procedures are being followed by all staff. Provide staff training as needed.

### **Knowledge, Skills and Abilities**

- Must be a Current Licensed ANP in the State of Alaska
- Must be eligible to bill for services through Alaska Medicaid, enrolled with Alaska Medicaid preferred.
- Proven ability to work with diverse community groups
- Ability to make sound decisions based on information available.
- Ability to work flexible hours (including days, evenings and some weekend hours.) Ability to travel if required (must have own transportation.)

### **Working Conditions**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision.

**Interested applicants should send a resume, cover letter, and application to [rquinlan@voaak.org](mailto:rquinlan@voaak.org) or bring documents to 2600 Cordova Street Suite 101. Anchorage, Alaska 99503.**

**Main Contact Number: (907) 279-9640**