



Title: Nurse Practitioner (NP)

Department: Medical

Exemption/FLSA status: Exempt

Reports to: Director, Clinical Operations

Direct report(s): None

Work hours: 40 hours per week; Monday through Friday 8:30am-5pm; occasional evening and rare weekends

Work location & format: 417 South Avenue, Rochester, NY 14620. Offsite work as directed at health fairs, school sites, mobile medical unit.

Position Summary

Are you a compassionate and dedicated Nurse Practitioner looking to make a meaningful impact in your community—while maintaining a healthy work-life balance? Join our mission-driven team at Saint Joseph's Neighborhood Center, a community-focused healthcare facility committed to delivering comprehensive, patient-centered care to individuals and families.

As an NP at our clinic, you'll work collaboratively with a multidisciplinary team to provide primary and preventive care to a diverse patient population. This role is ideal for someone who thrives in a supportive, inclusive environment and values meaningful patient relationships over volume-based care.

Requirements and Qualifications

- Nurse Practitioner degree (MSN) from an accredited recognized Program with license to practice in NYS and is Board Certified.
- At least two years of clinical practice as an NP.
- Requires valid NYS driver license as this position will drive the organization's Mobile Outreach Unit (MOU) and other agency owned vehicles.
- Requires Malpractice Insurance

Duties

- Maintains, manages, and provides primary care and preventative health services for an established panel of assigned patients, as well as, accepting new adult patients.
- Provides patient care and supportive care indirectly to individuals and families via telehealth/phone calls. This includes reporting their lab/radiology results.
- Performs work/school physicals.
- Maintains timely and complete charting and updates in the Electronic Health Record (EHR) on all assigned patients in accordance with organization policy.
- Perform complete history and physicals on all new admissions and annually as needed.
- Refers patients to Counseling, Health Care Access, Nursing and other resources as needed to optimize patient care.
- Refers patients for consults to appropriate outside facilities such as U of R and Rochester Regional Health in conjunction with patient's preferences.
- As NYS has Child Health Plus insurance, SJNC provides limited care for individuals under the age of 18. However, when deemed appropriate by clinical management, the FNP would be the designated provider for this group including but not limited for the purpose of school and work physicals.
- Will mentor/Precept NP students primarily by precepting at least one student a year.
- Accountable for meeting the performance standards of the medical department and may be called upon to participate in required compliance audits, process improvement and quality improvement plans.



Physical Requirements

- In compliance with New York State Department of Health (NYSDOH) infection control requirements for health care organizations, St. Joseph's Neighborhood Center (SJNC) requires that all new and existing employees and volunteers provide documentation to demonstrate:
 - Measles Mumps and Rubella (MMR) vaccination or titer
 - Completion of a Tuberculosis (TB) test and yearly screening
 - Hep B vaccination or declination form
 - Flu vaccination or mask required in clinical areas during flu season
 - COVID 19 vaccination series

Americans with Disabilities Act

- In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

Salary and Benefits

- Standard benefits for employees, include the following:
- Supportive and affirming workplace community.
- Monday-Friday work week with very occasional evening and weekend hours required.
- Paid Holidays: A minimum of ten (10) paid holidays including: New Year's Day, Dr. Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Day, and one floating holiday. The holiday schedule is determined by the Executive Director as is distributed in November of each year.
- Personal Time Off (PTO): New employees accrue .088461 hours of PTO per hour worked (184 hours per year at 40 hours per week). This bank is used for all vacation, sick-time, time off to conduct personal business, medical/dental appointments, and other personal matters.
- Medical Insurance: SJNC currently contributes \$7,000 per year toward the cost of employer offered health insurance.
- Dental Insurance: SJNC has an optional dental plan for individuals and/or families who wish to purchase dental insurance.
- Vision Insurance: SJNC has an optional vision plan for individuals and/or families who wish to purchase vision insurance.
- Retirement Savings Plan—403(b) Plan: SJNC has an optional tax-advantaged retirement savings plan in which employees may elect to have a portion of their pay deferred into the plan before income tax is paid and allowed to grow tax-deferred until the money is taxed as income when withdrawn from the plan.
- Life Insurance: The Center provides and pays for a life insurance policy for each employee. The insurance benefit is currently double the employees' annual salary up to \$200,000.
- Salary range: \$100,000-\$130,000 annually. Based upon skillset and years of experience.

Application Process and Timing

- Resume review will commence immediately, and the position will stay open until it is filled. Please send a cover letter and resume to HumanResources@sjncenter.org.



Organizational Summary

St. Joseph's Neighborhood Center (SJNC) provides comprehensive health care, counseling, social work, and support services to individuals and families who lack access to health insurance or encounter barriers to obtaining care. Established in 1993, the Center is committed to raising the health status and quality of life of the more than 3,000 clients served each year. This grassroots community-based organization depends on a small and dedicated group of paid staff and a corps of over 450 professional and lay volunteers.



St. Joseph's Neighborhood Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.

Mission, Values, and Culture

St. Joseph's Neighborhood Center, in the tradition of the Sisters of St. Joseph, seeks to create a healthier community by providing comprehensive, affordable, and affirming healthcare to the uninsured and underinsured in the Rochester region.

St. Joseph's Neighborhood Center identifies and responds to the unique health and social needs of individuals and communities in the greater Rochester region and has been doing so since 1993. The organization is rooted in the core values of Service, Education, Advocacy, Research, and Community Health.

The SJNC culture is unlike any other. The health center believes in the importance of community, social justice, collaboration, and transparency. The community kitchen is at the heart of the Center and the culture is thoughtfully tended to and maintained. In any given week, there may be an organizational potluck or celebration! There is always a puzzle at some phase of completion and at least once per month, there is a community breakfast for visitors, staff, and volunteers. Colleagues genuinely enjoy coming to work each day and miss one another when on holiday/vacation.