



# Nurse Practitioner - CJC

## Job Description

Department: Children's Justice Center  
Position: Career Service  
Grade: 519  
Supervisory: No  
Reports to: Director – Children's Justice Center

### Summary

Under general supervision of the Executive Director – Children's Justice Center, performs professional nurse practitioner duties requiring specialized knowledge of evidentiary child physical abuse, sexual abuse and/or neglect examinations.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform evidentiary child physical abuse, sexual abuse and/or neglect examinations to assess child abuse using knowledge of developmental care and evidence collection protocols to ensure forensically sound and age-appropriate examinations, evidence collection, and medical record documentation.
2. Function within the scope of the professional nurse practitioner license and incorporate the mission and vision of the Children's Justice Center Program.
3. Order necessary laboratory studies and x-rays according to hospital privileges; diagnose and accurately record findings in medical record ensuring files are up-to-date and pass qualitative peer reviews.
4. Prescribe medication within parameters of Utah Nurse Practice Act in order to treat medical conditions discovered during evaluations of patients and file orders in medical record.
5. Provide expert testimony in judicial proceedings using knowledge and experience in forensically-sound medical assessment, evidence collection protocols, and medical record documentation.
6. Maintain knowledge and skills regarding Child Abuse and Neglect (CAN) literature and communicate current recommendations and standards of practice to optimize patient care and maintain expert witness status.
7. Participate in case peer reviews which include colposcopic photographs and evidentiary materials and discuss problem cases in order to improve future care and outcomes.
8. Participate in nurse practitioner peer chart reviews to ensure compliance with best medical practice and Children's Justice Center policies and procedures.
9. Develop and provide training to professionals in the community and local hospitals using clinical knowledge, research and teaching skills to improve the skills of allied professionals and ensure

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Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
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they are aware of who to refer for assessment, how to refer, and how to use medical assessments in their professional roles. Document training offered.

10. Participate in multi-disciplinary team reviews of child abuse cases to enhance the understanding of other professionals regarding medical findings and potential medical concerns for individual child victims.
11. Oversee lower classified medical staff as assigned and provide input into hiring, training, evaluating, and retention decisions.

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

- Knowledge of nursing processes and medical model
- Knowledge of health and physical assessment techniques
- Knowledge of medical diagnoses and appropriate treatments
- Knowledge of epidemiology and communicable disease control
- Knowledge of sanitation practices, proper nutrition, and related programs
- Knowledge of child abuse examination techniques, diagnosis, and documentation
- Knowledge of supervisory techniques
- Ability to perform child abuse examinations, diagnose, and document findings
- Ability to perform emergency resuscitation
- Ability to maintain files, records, and reports in written and electronic/magnetic form
- Ability to give negative information and interact in a professional manner with people from divergent backgrounds
- Skilled at communicating information and ideas through speaking
- Skilled at giving presentations and training others
- Skilled at establishing and maintaining effective working relationships with coworkers, other agencies, and the public

### **Supervisory Responsibility**

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is typically performed in an environmentally controlled room. Work may expose the incumbent to contagious or infectious diseases, hazardous chemicals, fumes, and noxious odors, and requires use of protective devices such as masks, goggles, and gloves. Work exposes the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances.

### **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.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to 25 pounds. The employee occasionally drives a motor vehicle.

**Position Type/ Expected Hours of Work.**

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

This position requires up to 5 percent travel.

**Required Education and Experience**

1. Master’s degree from an accredited Nurse Practitioner program.
2. Training as a Family Nurse Practitioner (FNP) or Pediatric Nurse Practitioner (PNP).
3. Four years of professional work experience performing nurse practitioner duties of which two years must include work experience with children or families.

**Additional Eligibility Qualifications**

1. Applicant must possess either a current State of Utah Nurse Practitioner license, a current State of Utah Temporary Nurse Practitioner license, or a current out-of-state Nurse Practitioner license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Nurse Practitioner license during the probationary period for new hires or during the trial period for promoted County employees.
2. Applicant must possess CPR and first aid certifications.
3. Applicant must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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