



**Position:** Nurse Practitioner  
**Department:** Health Services  
**Reports To:** Director of Administration & Clinic Operations  
**Status:** Full time  
**Pay Scale:** \$62.50 - \$72.10 per hour  
**Probation:** 90 days

---

### **JOB SUMMARY:**

Under the supervision of the Director of Administration & Clinic Operations, and working under the direction of the Medical Director, the Nurse Practitioner is responsible for the oversight of primary care services for The LGBTQ Center Long Beach. This includes having outstanding written and communication skills, experience working with diverse populations (particularly LGBTQ+ individuals), and excellent interpersonal skills.

### **Primary Duties and Responsibilities:**

#### **Patient Services**

- Sees clients for the diagnosis and treatment of sexually transmitted infections.
- Manages prescription (including refill requests) of Pre- and Post-Exposure Prophylaxis for HIV (PrEP and PEP) and prescription of Doxycycline Post-Exposure Prophylaxis (Doxy PEP).
- Educates patients in health promotion, prevention, and birth control as appropriate.
- Works closely with the Health Services team to ensure the delivery of high-quality care to patients.
- Arranges for appropriate referrals to primary care, case management, adherence counseling, and other services as needed.
- Administers or orders appropriate diagnostic tests.
- Provides patient education in health promotion, prevention, and birth control as required.
- Orders and interprets lab results in a timely manner, advises patients of abnormal lab results and takes action (e.g. prescription of antibiotics) if appropriate.
- Using the electronic medical record maintains detailed notes and codes visits appropriately for billing purposes.
- Participates in Quality Management and Peer Review activities as needed.
- Maintain Continuing Education Units (CEU) as required by the California Board of Nursing for license renewals and as may be required to maintain any certifications necessary to demonstrate proficiency in a specialty area relevant to NPs clinical practice.
- Prescribe medication dosage, routes, and frequencies based on patients 'characteristics such as age or weight.
- Analyze and interpret patients' histories, symptoms, physical findings,

- or diagnostic information to develop appropriate diagnoses.
- Develop treatment plans based on scientific rationale, standard of care, and professional practice guidelines.
- Diagnose and treat acute health problems such as illnesses, infections, and injuries.
- Prescribe medications based on efficacy, safety, and cost as legally authorized.
- Counsel patients about drug regimens, possible side effects, or interactions with other substances such as food supplements, over-the-counter (OTC) medications, and herbal remedies.
- Recommend interventions to modify behavior(s) associated with health risks.
- Detect and respond to adverse drug interactions, with attention to vulnerable populations such as women, and older adults.
- Educate patients about self-management of acute or chronic illnesses, tailoring instructions to patients' individual circumstances.
- Work with a passion for managing STIs and providing HIV prevention services for underserved populations
- Other duties as assigned.

### **Medical Billing & Revenue Cycle**

- Submit insurance claims accurately and in a timely manner.
- Review, correct, and resubmit denied or rejected claims.
- Monitor accounts receivable and follow up on unpaid or underpaid claims.
- Post payments, adjustments, and denials accurately.
- Coordinate with providers and clinical staff to ensure proper documentation and coding.
- Ensure compliance with billing regulations, payer requirements, and internal policies.
- Generate billing, aging, and revenue reports as requested.
- Support audits, desk reviews, and compliance reporting related to billing.

### **Administrative Responsibilities**

- As needed, participate in team/department, interdisciplinary, and staff meetings.
- Schedule treatment and follow-up appointments with patients using the Center's database.
- Answer and facilitate calls regarding questions, concerns, and referrals.
- Participate in performance improvement and continuous quality improvement activities.
- Support the Clinic Manager with the review of patient files and documentation.

### **General Responsibilities**

- Maintain strict patient confidentiality at all times.
- Implement procedures and processes to ensure patient retention and

treatment rates.

- Collect throat, rectal, and/or endocervical samples for patients with limited mobility.
- Assist the team in the preparation of urine samples and prepare for lab pick-up.
- As needed, order medications and supplies for administering treatment.
- Maintain complete and detailed records of patients' health care plans and prognoses.

**Desired Qualifications, Experience and Skills:**

**Minimum Qualifications**

- Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people.
- A passion for the Center's work and its mission to make the world a better place for LGBTQ people.
- Demonstrated comfort in discussing sexual health concerns in a non-judgmental, sex-positive manner.
- RN and Adult or Family Nurse Practitioner degrees
- Licensed in the State of California
- Registered by the Federal Drug Enforcement Agency
- Furnishing license
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.
- Ability to pass FBI background check.

**Preferred Qualifications**

- Experience with state programs, such as Medi-Cal and Family PACT.
- Bilingual in English and Spanish with excellent verbal and written communication skills

The LGBTQ Center Long Beach is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or any other protected status.

This job description is intended to provide a general overview of the position and is not an exhaustive list of all duties and responsibilities. Employment is at-will, and either the employer or employee may terminate the employment relationship at any time, with or without cause or notice.

We are committed to providing reasonable accommodations for individuals with disabilities. If you require an accommodation during the application process, please let us know.

**ONE IN LONG BEACH, INC**  
**dba THE LGBTQ CENTER LONG BEACH**  
**EMPLOYMENT APPLICATION**



The LGBTQ Center Long Beach (The Center) is an Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federal laws in any of its employment practices and activities. All employment decisions shall be made without regard to any of these characteristics.

**INSTRUCTIONS:**

Please complete all fields. Incomplete information could disqualify you from consideration. Please submit a cover letter, resume, and this application and email to **Melina Yepiz, Director of Administration & Clinic Operations, at [myepiz@centerlb.org](mailto:myepiz@centerlb.org)**

**PART I: CANDIDATE'S INFORMATION**

Name:		Date:	
		Pronouns (Optional):	
Address:			
City:	State:	Zip code:	
Phone:		Email:	

**PART II: PREVIOUS EMPLOYMENT WITH THE CENTER**

Have you ever been employed by The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	<b>FROM:</b>	<b>TO:</b>		
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

**PART III: PREVIOUS VOLUNTEER EXPERIENCE WITH THE CENTER**

Have you ever volunteered at The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	<b>FROM:</b>	<b>TO:</b>	
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

<b>PART IV: SERVICES FROM THE CENTER</b>			
Have you ever received any services at/from The Center?			<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	FROM:	TO:

<b>PART V: AVAILABILITY</b>						
For which position are you applying?						
What type of work are you seeking?		<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time <input type="checkbox"/> Temporary			
On what date can you start?						
Please use the spaces below to write which days and hours you are available for work.						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM
If needed, can you work overtime?						<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>PART VI: EDUCATION</b>				
Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+				
Institution's Name	City/State	Years Completed	Graduation Date	Diploma/Degree

<b>PART VII: JOB RELATED SKILLS</b>			
<b>Language skills:</b> Are you fluent (speak, write, read) in any other language other than English? <i>If so, please describe below.</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please list any other skills, licenses, or certificates that may be job related or that you feel would be of value to this job and The Center.			
Have you read the job description?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand the requirements of the job?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>PART VIII: EMPLOYMENT HISTORY</b>			
<input type="checkbox"/> <b>I am still working for this employer</b>		May we contact employer?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer's Name			
City/State		Phone	
Position/Job Title		Supervisor's Name	
Dates of Employment	From:	To:	
Duties/Responsibilities			
Reason for leaving			

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

<b>PART IX: PROFESSIONAL REFERENCES</b>	
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone

**ACKNOWLEDGMENT**

**PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Center to hire me. If I am hired, I understand that either The Center or I can terminate my employment at any time and for any reason, with or without prior notice. I understand that no representative of The Center has the authority to make any assurance to the contrary.

I attest with my signature below that I have given The Center true and complete information on this application. No requested information has been concealed. I authorize The Center to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_