

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Health Care Professional	C	0 4prem	5 B	Exempt
POSITION TITLE:	Justice Involved Re-Entry and Immediate Care Access Advanced Practice Practitioner	POSITION#:	501110	
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised (Check one)	Date:	08/01/2025		
SERVICE TYPE:		AFSCME		
Employee Name:		Department:	Health Center	Supervisor: Health Center Medical Director
FTE:	1.0	Employment Status:	Limited Duration Full Time	

Position Summary:

The Correctional Health Care Provider delivers comprehensive, patient-centered medical care to individuals in both the jail setting and outpatient clinic settings carrying a panel for ongoing management while also serving as a flexible, responsive clinician supporting immediate care or same day access needs at the CHC clinical site.

This dual role ensures continuity of care for justice-involved people and enhances access for the broader community by addressing urgent health concerns, collaborating with care teams, and reducing barriers to timely services. Grounded in trauma-informed practice, the provider plays a critical role in advancing health outcomes for populations both within and beyond the correctional system.

This dual-role provider functions with a high level of autonomy and professional judgment, working closely with medical, behavioral health, case management, nursing, and custody teams to deliver integrated and responsive care. The provider also contributes to systems-level improvements and participates in team-based efforts to ensure clinical excellence and service innovation.

Physician Assistants work within a collaborative practice agreement with a supervising physician as defined by the Oregon Medical Board. Also serves as lead clinician in coordinating and maximizing use of EHR.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Patient-centered care Essential Duties: <ul style="list-style-type: none"> Examine, diagnose, and treat primary care and preventive health issues in a carceral and ambulatory setting, and provide counseling and education to assist patients in self-care. Prescribe and dispense medications appropriate to address medical conditions. Initiate and continue medical treatment plans for patients and monitor results; review and update patient records. Review lab results and take appropriate action. Perform medical procedures within the scope of practice and as defined by Health Center practice protocol. 	50 %

	<ul style="list-style-type: none"> • Accurately code and document in the electronic health record; completes documentation within the established time frame; review reports to proactively manage care at the patient and panel level. • Conduct comprehensive medical assessments for incarcerated people, involving intake evaluations, routine follow up, and acute visits • Develop and manage individualized care plans focusing on chronic disease management, behavioral health support, preventive care, and risk reduction • Monitor and manage medication regimes including prescriptions, adherence, and refills • Provide care delivery within a team based, patient-centered primary care home demonstrated as follows; <ul style="list-style-type: none"> ○ Provide input and follow patient scheduling protocols to provide timely access to care. Provide timely response to patient's contacts and questions. <i>(PCPCH Attribute: Access to Care)</i> ○ Contribute to development and follow best practice standards for chronic disease management, health maintenance, tests and procedures, lab preference lists, and med formulary. <i>(PCPCH Attribute: Accountability)</i> ○ Lead team in assessing and completing patient care plans in a comprehensive manner that includes physical, emotional, social, cultural, and socio-economic factors impacting health. <i>(PCPCH Attribute: Comprehensive Whole Person Care)</i> ○ Support and promote effective panel management and strategies that encourage continuity with patients assigned primary care provider. <i>(PCPCH Attribute: Continuity)</i> ○ Participate in assuring timely referrals by providing appropriate information to aid effective and efficient care coordination. <i>(PCPCH Attribute: Coordination & Integration)</i> ○ Engage patient and family in decision making regarding their care. Demonstrate respect for patients' culture and beliefs. Assist in assuring patient centered self- management goals are established. Demonstrate awareness of patient's literacy and health education needs. <i>(PCPCH Attribute: Person & Family Centered Care)</i> ○ Participate in team-based care by actively communicating and meeting with team members. Utilize team members appropriately, supporting their work at the top of their training and scope of work. 	
3	MFA: Immediate Access and Support Services Essential Duties: <ul style="list-style-type: none"> • Respond promptly to urgent and same day appointment coverage needs within the health center network needs, utilizing triage, referral, and escalation protocols. • Document all encounters and care plans accurately and timely in the Electronic Health Record, maintaining compliance with clinical, legal, and regulatory standards. • Participate in interdisciplinary care/case meetings to align care strategies and support comprehensive service delivery. • Reduce gaps in care, reduce delays, and support patients and clinical teams in improving health outcomes. 	30%
2	MFA: Panel Management Essential Duties: <ul style="list-style-type: none"> • Coordinate with custody, mental health, and jail nursing teams to ensure safe and effective care delivery 	10 %

	<ul style="list-style-type: none"> • Provide health education and preventive care strategies empowering patients to take an active role in their care • Contribute to quality improvement efforts, identifying and addressing systemic barriers to care and enhancing service delivery • Address chronic disease and preventive care needs through services 	
4	MFA: Provide Trauma-Informed transition services Essential Duties: <ul style="list-style-type: none"> • Acknowledge and respect the life experiences and systemic challenges faced by justice involved patients. Engage in Motivational Interviewing processes to understand, set, and establish progress towards health goals • Engage in discharge planning to promote continuity of care post-release, including linkages to primary care, behavioral health, and community support. • Participate in peer review process to improve clinical services and patient outcomes, and provider meetings to keep current with organizational communication and priorities. • Participate in Quality Improvement initiatives related to care delivery; provide feedback and input into clinical processes. • Participate in community activities that promote the model of care and/or the Health Center. • Pursue ongoing continuing medical education to stay current/ up to date with best practice standards and license requirements. 	10 %
	And other duties as assigned.	0 %
Percentages should total 100%		100%

Special Requirements related to essential functions e.g. certification, driver's license, professional licenses, bi-lingual, etc.

NCCPA certified or eligible
Experience in a primary care setting
Experience in a carceral healthcare setting or re-entry healthcare preferred
Current or eligible for OR PA license
Driver's license

Physical Requirements:

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, move, talk, hear, and manipulate equipment, as well as lifting and moving objects, equipment and supplies. The employee must occasionally lift and/or move up to 25 pounds. Lifting up to 40-50 pounds may occasionally be required, depending on the specific style or type of care provided. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Working Conditions

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. Constantly interacts with other people and may have to handle several responsibilities at once. Check

the following that applies to this position: The employee may occasionally: ☒ work with angry or hostile clients or members of the public, ☒ work with toxic substances and biohazards, and ☒ exposure to infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities. HR08.17.11

Quality Improvement Participation:

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____