



Licensed Practical Nurse – Peekskill Clinic

Westchester Jewish Community Services (WJCS) is currently seeking a full-time Licensed Practical Nurse to work in our outpatient mental health clinic in Peekskill, NY.

As an important member of our mental health team you will work in a supportive environment assisting our psychiatric staff. Duties of the position include the following:

- 1) Take vital signs and complete general health monitoring
- 2) Screen for psychiatric, substance abuse, and medical problems
- 3) Document current and past medications
- 4) Collect urine drug screen and breathalyzer test results
- 5) Administer IM medications
- 6) Complete prior authorizations for specific medications when prescribed
- 7) Keep electronic medical record system up to date with lab results and medical reports from outside facilities
- 8) Receive and manage medication refill requests
- 9) Assist with scheduling as needed
- 10) Coordinate care with outside pharmacies and providers
- 11) Assist with telepsychiatry

Proficiency using computers is required.

In addition, experience working in mental health and being bilingual in Spanish are both preferred but not required.

This position includes benefits. WJCS also offers generous time off.

To apply, please to email your resume to Milagros Rivera, Director of Human Resources, at mriviera@wjcs.com.

Thank you for considering working at WJCS and we look forward to hearing from you!