



Westchester Jewish Community Services **WESTCHESTER JEWISH COMMUNITY SERVICES, INC.**

Licensed Practical Nurse

Westchester Jewish Community Services (WJCS) is a large, not for profit, organization with headquarters in White Plains, NY. We are searching for a full-time Licensed Practical Nurse to work in one of our outpatient mental health clinics in Hartsdale, Mt. Vernon, or Peekskill.

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) Taking vital signs
- 2) Administering IM medications
- 3) Collecting urine drug screening and breathalyzer test results
- 4) Obtaining and documenting medication usage and medical problems
- 5) Completing prior authorizations for specific medications when prescribed
- 6) Coordinating care with other facilities in the area

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.

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

At WJCS we value our employees, their contributions, and their growth. We demonstrate this commitment with much more than highly competitive benefits and compensation - we show it every day in the way we work together, embracing leadership behaviors that are recognized and rewarded throughout our system. We value you, your growth and your contributions.

If you would like to be considered for the Clinic Secretary position, please e-mail your resume with cover letter to mriviera@wjcs.com.

Our address is 845 N. Broadway, White Plains, NY 10603.

Visit our home on the web at www.wjcs.com. WJCS is an equal opportunity employer.