



**JOB TITLE:** Psychiatric Nurse

**FLSA STATUS:** Exempt

**PROGRAM:** Assertive Community Treatment (ACT)

**HOURS PER WEEK:** 35

**REPORTING RELATIONSHIP:** Team Leader

**SUMMARY of DUTIES:**

The ACT team provides non-traditional community based mental health treatment to promote the recovery and community integration of 68 adults with serious mental illnesses and co-occurring substance use disorders to reduce use of ERs and inpatient hospital stays. The Psychiatric Nurse is responsible for conducting psychiatric assessments; assessing physical health needs; making appropriate referrals to community physicians; providing management and administration of medication in conjunction with the psychiatrist and providing a range of treatment, rehabilitation, and support services. The Nurse will support recovery by providing services that reflect our deeply held values that include the recognition of individual rights of self-determination, choice, shared decision-making and collaboration. When possible he/she will utilize evidence-based practices; always embracing a trauma-informed and person-centered approach.

**SPECIFIC DUTIES and RESPONSIBILITIES:**

1. Primary responsibility for the development of individualized nursing assessments on all program participants. Develop, implement, and evaluate the nursing regimen for 68 recipients.
2. Participate in implementing and maintaining nursing standards
3. Participate in determining resources and policies essential to the delivery of nursing care services
4. Assess medical care needs and other services to support wellness
5. Recommend health objectives for recipients' service plans
6. Facilitate consumer education on prevention, health, wellness, diet, HIV/AIDS education, smoking cessation and recovery
7. During the assessment obtains information: a) to establish the degree of medical risk, medical care and interventions required to promote positive health outcomes, and b) to lead team in primary care issues
8. Provide education to ACT staff on physical health issues and medical care protocols
9. Act as advocate and liaison for recipients in securing medical care, and other community supports that promote integrated physical and mental health wellness
10. Review and audit medication management procedures and teach all ACT staff how to follow and adhere to the procedures
11. Consult with community agencies and families to maintain coordination in the treatment process.

12. Provide after-hours emergency coverage on a rotating basis with clinical staff via a paging system.
13. Document client progress to maintain a permanent record of client activity according to established methods and procedures.
14. Participate in daily morning team meetings and treatment planning review meetings.
15. Take the lead role or participate in providing medication administration and medical services.
16. Under the direction of the team psychiatrist develop, revise, maintain, and supervise team psychopharmacologic and medical treatment and medication policies and procedures including transcribing, administering, evaluating, and recording psychotropic medications prescribed by the psychiatrist; evaluate and chart psychotropic medication effectiveness, complications, and side effects; and arrange for required lab work according to protocol.
17. Under the direction of the team psychiatrist organize and manage the system of getting medication to clients and integrating medication administration tightly into clients' individual treatment plans.
18. Under the direction of the team psychiatrist manage pharmaceuticals and medical supplies.
19. Follow the established clinic policies, agency policies and maintain appropriate professional standards.
20. Provide 80 percent of treatment contacts in the community
21. Use individual client data to inform clinical decision-making and identify areas for quality improvement; use data to track client progress over time.
22. Share client data with clients to help facilitate shared-decision making and keep client informed of his/her progress
23. Other related duties.

**REQUIRED KNOWLEDGE AND SKILLS:**

1. Experience understanding family systems based on diversity of cultural and ethnic backgrounds
2. Experience understanding various evidence-based models and theories pertaining to psycho-education, motivational interviewing, serious mental illness and recovery.
3. Extensive knowledge of Assertive Community Treatment, family community support services such as NAMI, and community resources
4. Use of Motivational interviewing, recovery and trauma-informed approaches when delivering services
5. Highly organized and self-motivated
6. Proficient in computers
7. Familiarity with and ability to use an Electronic Health Record system.

**QUALIFICATIONS:**

1. The Psychiatric Nurse shall have a degree as a registered nurse and be licensed in New York State.

2. Candidates must consent to Fingerprinting and a Criminal History Information Records search.
3. Basic Computer knowledge is required.
4. Must be reliable and able to work independently and understand the importance of maintaining confidentiality.
5. The Psychiatric Nurse must have a valid Driver's License and a driving record that is satisfactory to our insurance carrier.
6. The Psychiatric Nurse must maintain current New York State Defensive Driving certification.
7. The Psychiatric Nurse must be cleared by the NYS Justice Center through fingerprinting for a Criminal History Records search.
8. The Psychiatric Nurse must be cleared by the NYS Office of Children and Family Services for instances of child abuse and/or neglect.
9. The Psychiatric Nurse must be legally eligible to work in the United States.

MHA of Westchester is an equal opportunity employer that is committed to diversity, and values the ways in which we are different. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristic protected by the applicable law.

To apply, please send your cover letter and résumé by e-mail to [employment@mhawestchester.org](mailto:employment@mhawestchester.org) with "**Psychiatric RN-ACT**" as the subject line of the e-mail. Thank you.