

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

PSYCHIATRIC NURSE PRACTITIONER 1114-0911-OC

SALARY: Range: 62.00 \$36.13 - \$39.88 per hour

EMPLOYMENT One P/T (15 - 30 hours per week) position w/Neighborhood House Association Project Enable Program (286 Euclid Ave. Su. 102, San Diego, 92114).

APPLICATION SUBMITTAL INSTRUCTIONS: Position Posted Until Filled

Application and Supplemental Questionnaire must be fully completed (per instructions), signed, dated when submitted. Also attach original copies of transcripts from accredited college or university showing attainment of required degree to be considered.

JOB DUTIES and RESPONSIBILITIES

Responsible for the assessment and management of clients with mental health, substance abuse and co-occurring conditions; assess, diagnose, plan, implement and evaluate nursing care for those receiving mental health services; **prescribe psychotropic and related medications based on clinical indicators of a client's status**, including results of diagnostic and lab tests as appropriate to treat symptoms of psychiatric disorders and improve functional health status; administers/monitors the use of and notes reactions to psychotropic drugs and other medications; orders medications and refills as appropriate; perform timely, accurate, and concise documentation of client care; collaborate and conduct case conferences with other mental health professionals to identify client care needs, implement approaches, evaluate the effectiveness of approaches; provide crisis intervention and management related to supportive care services; assesses clients in crisis situations and facilitates prompt resolution (administering medication, counseling, etc.); consults, work with and collaborates with physicians, nurses, social workers and counselors and other health professionals to assist clients in obtaining, and makes appropriate referrals for, necessary or requested services (e.g., Medi-Cal, SSI, physical health services, housing, food, etc.); coordinates care closely with staff while maintaining a positive, collaborative relationship; participate in shared program operational responsibilities; provide professional nursing care to mentally ill patients, initiates and continue service plans, ensures that necessary lab tests are completed; requests assistance and guidance from management and professional staff when necessary to address client issues and problems; works with family members, conservators, etc. to facilitate medication compliance by providing information and instruction; communicates and/or follows-up with pharmacists and hospitals; performs various administrative functions involved in individual care and program management; updates appropriate components of client charts; completes necessary paperwork; enters necessary data and information; obtains and reviews medical records; prepares necessary program reports; emphasis is on developing mental health diagnostic impressions and providing other primary care services to augment the physician/psychiatrist in defined limited areas; prepare a comprehensive health history of patients, records findings of assessments, and plans for care, follow-up examinations and subsequent evaluations; initiate action within established protocols in ordering and interpreting laboratory tests; advise clients regarding treatment care in assigned field of specialization; serve as a consultant in program planning and development to other nursing and mental health staff in assigned field of specialization.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above; Psychiatric Certified Nurse Practitioner or Adult Family Practice Nurse Practitioner with solid mental health experience; **plus** valid Nurse Practitioner Certification/License in the State of California and at least 2-3 years of full-time registered nursing experience in a psychiatric/outpatient facility; Bilingual (English/Spanish) preferred, but not required.

Knowledge of: Professional nursing principles, procedures and techniques used in the care and treatment of psychiatric individuals; social, psychological and physical factors of mental and emotional disorders; medical and psychological terminology; state of California laws and regulations for the nursing profession; regulations pertaining to psychiatric nursing and the treatment of the mentally and emotionally disturbed individual, including those with a co-occurring disorder; organization and procedures of rehabilitation and recovery treatment facilities and the use of multi-disciplinary service-delivery teams; symptoms and behavior patterns of severely emotionally disturbed and mentally ill individuals, including those with a co-occurring disorder; medical and psychiatric emergency procedures; community resources; anatomy, physiology, microbiology, social science, psychology, nutrition and pharmacology; typical and atypical growth and development; norms in laboratory measurements to recognize conditions of clinical significance; identification and management of health problems in a specialized field; community resources and their utilization; knowledge of common illnesses and health problems; principles of nutrition; principles of epidemiology; usage of basic medical, laboratory and nursing equipment; historical, social, and legal aspects of nursing; medical ethics; telephone, office, and online etiquette; current technology and trends in the profession.

Ability to: Perform physical and psychosocial assessment; have the authority to prescribe psychotropic medication; prevent disease and provide health care; develop individual clinical care management plans; maintain effective oral and written communication; work in collaboration with physicians, nurses, and other health professionals; prepare protocols, guidelines and manuals; communicate effectively orally and in writing; establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds; assess the client's immediate needs and ensure client's receipt of needed services through personal service or making appropriate referral; exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations; communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations which require a high degree of sensitivity, tact and diplomacy.

Licenses & Certification: Valid Registered Nurse license in the State of California; Valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel; Nurse Practitioner Certification in the State of California; Current CPR certification required; Professional liability insurance is preferred, but not required. **Please Note:** **"Employment will require a criminal background check and clearance."**

The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice.

Please note that offers of employment are only valid if they are made by the Human Resources Department

FILING APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, or otherwise as stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; LTD, health, life and dental insurance's; credit union; payroll savings plan; Social Security and Retirement Plan.

HOURS

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

PROBATIONARY PERIOD

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS

NEIGHBORHOOD HOUSE ASSOCIATION hires only U.S. citizens, and lawfully authorized alien workers in accordance with the Immigration Reform Act of 1986.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

AA/EEO/H/V/EMPLOYER

SUPPLEMENTAL QUESTIONNAIRE

PSYCHIATRIC NURSE PRACTITIONER

IMPORTANT INFORMATION & INSTRUCTIONS

Every applicant is required to **complete, sign and submit** this supplemental questionnaire. Please attach a separate sheet with your responses. Please limit your response to no more than 2 pages, font no smaller than 11 point.

Please read each question carefully and provide clear and complete responses that accurately detail your education and relevant work experience. The information you provide on the general application and supplemental questionnaire will be used to evaluate your overall qualifications for the position and to determine your eligibility to further compete in the selection and testing process. Successful candidates may be invited to participate in other segments of the selection process.

***The employers and dates of employment that you list on this supplemental questionnaire MUST match employers and dates provided in the work experience section of this employment application.** Failure to provide matching employer and dates of employment will result in your application being tagged as “not qualified” for this recruitment.

Both the application form and the supplemental questionnaire must be legible. Referral to a resume in lieu of a response on the application and/or supplemental questionnaire will not be acceptable. Vague, illegible or incomplete responses may disqualify your application, or reduce the credit given for your qualifications.

- 1. Please discuss the process of clinical “Triage” in a mental health setting that relies on prioritization of acute and urgency levels of need to effect clinical decisions.**
- 2. Please talk about a recent setting where you have used assessment and diagnostic evaluation skills in order to *prescribe* psychotropic and related medications based on clinical indicators of a client’s status.**
- 3. SD County is now using an electronic record system, called Anasazi for documentation and billing of clinical services. Are you familiar with this system and/or have you used a different electronic records system in a different setting to enter assessment and diagnostic information, progress notes and other care coordination data?**

CERTIFICATION

I hereby certify that all statements made in this supplemental questionnaire are true and complete, and understand that any misstatements of material facts will subject me to disqualification and/or dismissal.

SIGNATURE _____ **DATE** _____