



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

PSYCHIATRIC NURSE PRACTITIONER

DATE POSTED: FEBRUARY 9, 2015

APPLICATION DEADLINE: OPEN UNTIL FILLED

Position no. / Range: 1114/ 62.00

Union Status: Non-Union

Starting Pay Range: \$39.88- \$44.02 per hr.

Status/ Hours: Part-time/ Exempt

Hours of Work: 32 hours per week

No. of Weeks: 52

Location: 286 Euclid Ave. Ste. 102 San Diego, CA 92113

Dept./Program: Project Enable

Basic Job Assignment:

Under the medical oversight of a psychiatrist and administrative supervision of the Charge Nurse, provides comprehensive onsite psychiatric services to a severely mentally ill adult population; and provides professional nursing care to mentally ill patients in a field of specialized competence, which includes health screening, diagnosis, and treatment of mentally ill adults.

Employment Requirements:

The ideal candidate is a self-motivated, team player who possesses a solid knowledge and understanding 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; medical and psychiatric emergency procedures; 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; common illnesses and health problems; principles of epidemiology; usage of basic medical, laboratory and nursing equipment; historical, social, and legal aspects of nursing; medical ethics; the ability to perform physical and psychosocial assessments; prescribing psychotropic medication; preventing disease and providing health care; developing individual clinical care management plans; assessing the client's immediate needs and ensuring client's receipt of needed services through personal service or making appropriate referrals; exercising appropriate judgment in answering questions and releasing information; analyzing and projecting consequences of decisions and/or recommendations; communicating using tact, objectivity, and confidentiality; demonstrating enthusiasm and motivating clients; is well organized and able to prioritize, plan, prepare, and follow through on assigned tasks in a thorough fashion; has excellent oral and written communication skills and the ability to understand/ carry out oral and written instructions; and has demonstrated experience working with culturally and ethnically diverse, low income or no income families and unique populations.



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Qualifications:

- Valid Adult Family Practice Nurse Practitioner Certification/License or Certified Psychiatric Nurse Practitioner in the State of California **AND** at least two years of full-time registered nursing experience in a psychiatric or other mental health facility; **AND**
- 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;
- CPR and First Aid Certification required;
- Bilingual (English/Spanish) preferred, but not required.

Examples of Essential Functions:

- 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;
- Administer/monitor the use of and note reactions to psychotropic drugs and other medications and order refills as appropriate;
- Perform timely, accurate, and concise documentation of client care using the Anasazi Electronic Health Record (EHR);
- 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;
- Assess clients in crisis situations and facilitate prompt resolution (administering medication, counseling, etc.);
- Consult and collaborate with physicians, nurses, social workers, counselors and other health professionals to assist clients in obtaining necessary or requested services (e.g., Medi-Cal, SSI, physical health services, housing, food, etc.) and/or make appropriate referrals;
- Coordinate care closely with staff while maintaining a positive, collaborative relationship;
- Participate in shared program operational responsibilities;
- Initiate and continue service plans and ensure that necessary lab tests are completed;
- Work with family members, conservators, etc. to facilitate medication compliance by providing information and instruction;
- Communicate with and/or follow-up with pharmacists and hospitals;
- Perform various administrative functions involved in individual care and program management;
- Update appropriate components of client charts;
- Enter data, obtain and review medical records and prepare program reports.



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case-by-case basis.

HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- ☐ NHA Website (www.neighborhoodhouse.org)
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: _____
- ☐ Employee Referral: _____
- ☐ Other: _____



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BENEFITS:

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

***Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.**

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. 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. 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.

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