



# 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) REGISTERED NURSE

**DATE POSTED:** May 5, 2016

**APPLICATION DEADLINE:** May 18, 2016

*Please Note: This is a temporary position for a minimum of six (6) months with the potential of becoming a Per Diem/ On- Call position thereafter.*

**Position no. / Range:** 0113/ 54.0

**Union Status:** Non- Union

**Starting Pay/ Range:** \$35.00 p. hr.

**Status/ Hours:** FT Temporary/ Non- Exempt

**Hours of Work:** Monday- Friday 8:00a- 5:00p

**No. of Weeks:** 52

**Location:** 286 Euclid Ave. Ste. 102, SD, CA 92114

**Dept./ Program:** Project Enable

#### **Basic Job Assignment:**

Under the medical oversight of the Charge Nurse, the Registered Nurse provides on an outpatient basis, professional psychiatric medication-related service to a severely mentally ill adult population, including those affected by co-occurring disorders. The medication support services, may include activities, such as health screening, vital signs, medication monitoring and medication management visits, evaluation of clinical effectiveness of side effects and collateral related to Medication Support Services to family, caregivers and clients with mental health, substance abuse and co-occurring conditions.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Professional nursing principles, procedures and techniques used in the care and treatment of psychiatric patients; Social, psychological and physical factors of mental and emotional disorders; Medical and psychological terminology; Control, preparation and administration of medications; State of California laws and regulations for the nursing profession; Regulations pertaining to psychiatric nursing and the treatment of the mentally and emotionally disturbed patient; Theories, principles and techniques of group and individual psychotherapy; Organization and procedures of mental health treatment facilities and the use of multi-disciplinary treatment teams; Symptoms and behavior patterns of emotionally disturbed and mentally ill patients; Medical and psychiatric emergency procedures; and Community resources. The ideal candidate will also have the ability to develop interpersonal therapeutic relationships with psychiatric patients; Comply with laws, rules, regulations, protocols and procedures, including security requirements, applicable to psychiatric facilities; Use professional judgment to ascertain and apply appropriate intervention techniques with patients in crisis; Work cooperatively with medical and mental health professionals in a multi-disciplinary treatment setting; communicate effectively, orally and in writing, with patients, their families and fellow staff members. The ideal candidate is also well organized and is able to plan and prepare in a thorough fashion; practices good personal hygiene; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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### **Qualifications:**

- A valid Registered Nurse license issued by the state of California is required and must be maintained throughout employment; **AND**
- At least two years of full-time registered nursing experience in a psychiatric facility; **OR** an equivalent combination of training and experience.
- Current CPR certification is required upon appointment. A TB test required upon hire and must be maintained every four years.

### **Example of Major Functions:**

- Performs intake psychiatric interview and assessment;
- Consults with psychiatrists and other mental health staff in designing appropriate treatment plans for clients and in ongoing treatment of patients;
- Initiates and continues treatment plans;
- Ensures that all lab tests are completed;
- Administers, monitors the use of and notes reactions to psychotropic drugs and other medications;
- Assess clients in crisis situations and facilitates prompt resolution (administer medication, counseling, etc.);
- With physician authorization, orders medications and refills as appropriate;
- Assists patients in obtaining, and makes appropriate referrals for, necessary or requested services (e.g., housing, food, etc.);
- Informs and/or instructs patients and/or family members about the nature of the illness, any preventive measures, the medications prescribed and possible side effects, etc.;
- Assists the patient to understand and accept the need for treatment;
- Collaborates with other nurses and program team members, family members, and, in some cases, hospitals, board and care facilities, pharmacists, conservators, etc.;
- Attends, participates in and provides information about assigned patients in daily meetings of nurses, weekly staff conferences and other case consultations; requests assistance and guidance from management and professional staff when necessary to address patient issues and problems;
- Works with family members, conservators, etc. to ensure medication compliance by providing information and instruction;
- Communicates and/or follows-up with pharmacists and hospitals;
- Performs various administrative functions involved in patient care;
- Updates appropriate components of client charts and enters necessary data and information;
- Completes admittance and other necessary paperwork and obtains and reviews medical records.



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://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](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications 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 official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

- ***Please submit a DMV H-6 printout with your application.***

**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.

### **BENEFITS:**

Eligible employees 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.

### **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**