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

REVISED: **December 1, 2016** **APPLICATION DEADLINE:** **Open until Filled**

Position no./ Range:	1114/ 65.50	**Union Status:**	Non- Union
Starting Pay/ Range:	$48.00- $52.00 p. hr.	**Status/ Hours:**	FT/ Non- Exempt
Hours of Work:	40 hours per week	**No. of Positions:**	1
Location:	286 Euclid Ave. Ste. 102, SD, CA 92114	**Dept./ Program:**	Project Enable

Basic Job Assignment:

Under the medical oversight of a psychiatrist, and administrative supervision of the Charge Nurse, the Psychiatric Nurse Practitioner provides comprehensive onsite psychiatric services to a severally mentally ill adult population; provides professional nursing care which includes health screening, diagnosis, assessment and treatment; and management of clients with mental health, substance abuse and co-occurring conditions.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses 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 and medical ethics; Regulations pertaining to psychiatric nursing and the treatment of the mentally and emotionally disturbed individual, including those with a co-occurring disorder; Symptoms and behavior patterns of severely emotionally disturbed and mentally ill individuals; Medical and psychiatric emergency procedures; Community resources and their utilization; Principles of epidemiology; Usage of basic medical, laboratory and nursing equipment; and current technology and trends in the profession. The ideal candidate will also have the ability to perform physical and psychosocial assessment; Have the authority to prescribe psychotropic medication; develop individual clinical care management plans; Prepare protocols, guidelines and manuals; Communicate effectively orally and in writing; Establish effective working relationships with physicians, nurses, management staff, other health professionals, employees, and the public; Assess the client's immediate needs and ensure client's receipt of needed services through personal service or appropriate referrals; Exercise appropriate judgment in answering questions and releasing information; Maintain composure in situations which require a high degree of sensitivity, tact and diplomacy; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- At least two years of full-time registered nursing experience in a psychiatric or other mental health facility; ***AND***
- A valid Adult Family Practice Nurse Practitioner Certification/License or Certified Psychiatric Nurse Practitioner in the State of California is required.
- Current CPR certification is required at time of appointment.
- A 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.
- TB test required upon hire and must be maintained every four years**.**
- Bilingual (English/Spanish) is preferred, but not required;

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

Example of Major Functions:

- 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;
- Use 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;
- Orders medications and refills as appropriate;
- Perform timely, accurate, and concise documentation of client care using the Cerner Electronic Health Record system;
- Collaborate and conduct case conferences with other mental health professionals to identify client care needs, implement approaches, and evaluate the effectiveness of approaches;
- Provide crisis intervention and management related to supportive care services;
- Assess clients in crisis situations and facilitate prompt resolution (administer 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 makes appropriate referrals;
- Coordinate care closely with staff while maintaining a positive, collaborative relationship;
- Participate in shared program operational responsibilities;
- Initiate and continue service plans, ensure that necessary lab tests are completed;
- Request assistance and guidance from management and professional staff when necessary to address client issues and problems;
- 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, complete necessary paperwork and enter data and information;
- Obtain and review medical records;
- Prepare program reports;
- Develop mental health diagnostic impressions and provide 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.

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

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 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