



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

To enrich lives through a continuum of education and wellness services.

JOB ANNOUNCEMENT

CHARGE NURSE-PSYCHIATRIC

DATE POSTED: August 17, 2018

APPLICATION DEADLINE: **OPEN UNTIL FILLED**

Position #/Range: 0024/ 54.00

Union Status: Non-Union

Starting Pay/Range: \$34.00 per hour

Status/Hours: FT/Exempt

Hours of Work: 8:00 a.m. - 5:00 p.m.

of Weeks: 52

Location: 286 Euclid Avenue, Suite 102 – San Diego, CA 92114

Dept./Program: Project Enable

Basic Job Assignment:

Under general supervision of the Program Director – Mental Health, supervises professional and assigned support staff; provides professional nursing care to mentally ill and emotionally disturbed clients on an outpatient basis; and performs related duties as assigned.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Supervisory principles and practices; Professional nursing principles, procedures, application, 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; California laws and regulations for the nursing profession and pertaining to psychiatric nursing and the treatment of mentally and emotionally disturbed patients; 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 have the ability to assign, schedule, review and evaluate the work of assigned staff; Anticipate and plan necessary in-service training and education; Develop interpersonal therapeutic relationships with psychiatric patients; Keep accurate written charts and records of patient activities and progress; 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; Assist in formal and informal individual and group counseling; and Communicate effectively, orally and in writing, with patients, their families and fellow staff members. The ideal candidate will also have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- At least three (3) years of full-time registered nursing experience in a psychiatric facility; **OR**
- An equivalent combination of training and experience. *A BSN will substitute for one (1) year of the stated experience. An MSN will substitute for two (2) years of the stated experience.*
- A current, valid Registered Nurse license issued by the state of California;
- Current CPR certification;
- TB test required upon hire and must be maintained every four (4) years.



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Example of Major Functions:

- Provides direction and supervision to professional nursing and assigned support staff, plans, organizes, schedules and supervises the work of assigned staff;
- Evaluates nursing/ support staff in the implementation of treatment plans and daily work performance;
- Facilitates staff meetings, coordinates necessary in-service training for professional nursing staff;
- Instructs nursing staff in procedures and techniques to be used in the program;
- Assists Program Director – Mental Health in implementing and improving program processes/procedures;
- Provides professional nursing care to mentally ill outpatients;
- 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;
- Continues treatment plans,
- Ensures that necessary lab tests are completed, administers, monitors the use of and notes reactions to psychotropic drugs and other medications;
- Assesses clients in crisis situations and facilitates prompt resolution;
- With physician authorization, orders medications and refills as appropriate;
- Informs and/or instructs the patient and/or family members about the nature of the illness, any preventive measures, the medications prescribed and the possible side effects, etc.;
- Collaborates with nursing staff 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;
- Works with clients and family members, conservators, etc. to ensure medication compliance;
- Performs various administrative functions involved in patient care and program management, updates appropriate components of client charts, completes admittance and other necessary paperwork, enters necessary data and information, obtains and reviews medical records, and prepares necessary 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. 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.

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.*

ABOUT NHA:

The Neighborhood House Association is a non-profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

BENEFITS:

Eligible employees receive the following benefits:

- Vacation;
- Sick leave;
- 13 paid holidays;
- Two (2) personal days;
- Four (4) days annual bereavement leave;
- 401K Retirement Plan;
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Social Security;

**Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.*

INTRODUCTORY PERIOD:

All regular appointees serve six (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