



## JOB ANNOUNCEMENT

**Position Title:** Psychiatric Nurse Practitioner

**Program:** Counseling and Treatment Center

**Classification:** Non-Exempt, Part-Time (16 hours per week)

**Salary:** \$58.00-\$65.00 per hour; Commensurate with Experience

**Summary and Range of Authority:** The Counseling and Treatment Center (CTC) provides outpatient mental health treatment for adults and older adults with serious mental illness and promotes psychosocial rehabilitation principles of wellness and recovery. CTC's target population is Asian and Pacific Islander adults, ages 25 and older and Asian and Pacific Islander Transition Aged Youth (TAY), ages 18-24. Under the direction of the Psychiatrist and Program Manager, the Nurse Practitioner provides treatment to clients with all ranges of psychiatric symptom acuity and possible co-occurring substance abuse.

### **Essential Duties and Responsibilities:**

- Conduct initial psychiatric evaluations for clients that have been referred to and accepted into the program.
- Provide diagnose and treatment of clients.
- Evaluate and prescribe medication as indicated.
- Order labs and review results with clients and staff as needed.
- Function as a member of the treatment team and provides input in client treatment plans.
- Prepare accurate timely medical records of all services rendered including Psychiatric and medical history and medication follow up.
- Provide coordination of care with outside treatment providers, including primary care services.
- Communicate and collaborate with pharmacies for timely and accurate refill of prescriptions.
- Work in conjunction with the Psychiatrist to develop the most appropriate medication regimen given the client's history and presenting symptoms.
- Works closely with the client and program staff to help enhance medication adherence through client, family, and staff education.
- Perform crisis intervention and medication management.
- Monitor and ensure compliance with medication procedures at program sites.
- Facilitate client linkage to community-based primary care providers.
- Provides staff training on various topics related to the provision of Medical and Psychiatric services to our target population.
- Participate in utilization review and treatment team meetings as scheduled.
- Attend staff meetings, trainings, and other required meetings.
- Other duties as assigned.

### **Required Education, Certifications/Licenses and Language/Cultural Skills:**

- Board Certification (ANCC) as a Psychiatric Nurse Practitioner
- State of California Nurse Practitioner License and current certificate
- Current and unrestricted DEA license
- Current CPR certification

### **Minimum Experience and Qualifications Required:**

- Minimum one-year experience working with individuals with severe and persistent mental illness.
- The Nurse Practitioner (NP) is a registered nurse who possesses additional preparation and skills in physical diagnosis, psychosocial assessment, and management of health illness needs.
- Knowledge of psychiatric principles practices and processes.

- Knowledge and experience in managing psychiatric medication.
- Knowledge of psychiatric models of care with emphasis on interdisciplinary team approach.
- Knowledge and experience relevant to work with diverse communities must be competent and comfortable in communicating mental health concepts to those with different cultures.
- Knowledge of community agencies most frequently used in mental health care
- Skill in management of health illness needs in primary healthcare.
- Ability to serve a large volume of clients rapidly and affectively on a walk-in or appointment bases within set time limits.
- Excellent interpersonal skills.
- Ability to maintain effective, caring relationships with clients, families, professionals and support services staff.
- Ability to work effectively both independently and as a member of a multidisciplinary team.
- Ability to work well with individuals from a variety of backgrounds, including the treatment team, pharmaceutical representatives, clients with mental health problems and their families.
- Excellent written and verbal communication skills.
- Ability to maintain strict confidentiality regarding sensitive, proprietary information or materials.
- Must demonstrate intermediate level of computer literacy and experience using office productivity software i.e. Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- Must pass background check (Live Scan Fingerprint).
- Must be able to drive for business purposes to other program locations in San Diego County.
- Must have a valid California driver's license and comprehensive automobile insurance coverage, as required by law.
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General.

**Additional Preferred Education or Qualifications:**

- Bilingual skills in Asian Pacific Islander's languages (Vietnamese, Cambodian, Lao, Chinese, etc.)
- Demonstrated knowledge of County HHSA BHS requirements, including documentation.
- Knowledge of Cerner (aka Anasazi), electronic health record systems.
- Trained in motivational interviewing, CADRE, and Comprehensive, Continuous Integrated System of Care (CCISC).

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Spends approximately 70% of work time sitting and meeting with others or working at a desk and/or computer. Spends approximately 30% of work time standing or walking within the work area or outside the office at meetings and events, also bends, twists, stoops and reaches. Ability to communicate in writing and verbally. Regularly required to sit, bend, talk and hear. Frequently is required to use hands to touch, handle or feel and reach with hands and arms. Occasionally lifts and/or moves up to 25 pounds. Working conditions are normal for an office environment and event venues. The noise level is usually moderate.

**Mail, fax, or email your resume to:**

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