



## JOB ANNOUNCEMENT

**Position Title:** Registered Nurse or Licensed Vocational Nurse

**Program:** Counseling and Treatment Center

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

**Salary:** \$26-\$36 per hour; Commensurate with Experience

**Summary and Range of Authority:** Under the supervision of the Program Manager, the Registered Nurse/Licensed Vocational Nurse provides psychiatric nursing services to assigned patients of the Counseling and Treatment Center.

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

- Under the direction of the psychiatrist, monitors and administers medication.
- Administer injections to clients as needed.
- Inform the psychiatrist of changes in clients' conditions; refers clients to the psychiatrist regarding changes in medication.
- Consult continually with psychiatrists and primary therapists about clients.
- Issues medication prescribed by the psychiatrist to clients.
- Conduct quality assurance activities related to storing and dispensing of medications and ensures all local and state regulations are followed.
- Order refills of medications actively obtains medication samples from pharmaceutical companies, inventory and store all medications and disposes of all expired medications as required by law.
- Order medical supplies as needed from the pharmacy or other medical supply business; disposes of and retains all used medical supplies as required by law.
- Conduct limited physical screening (i.e. when the psychiatrist prescribes intramuscular medications) and provide consultation to the staff on physical complaints of clients.
- Complete Patient Assistance Program (PAP) forms to enroll (or to continue enrollment) for uninsured clients in a medication assistance plan.
- Prepare Treatment Authorization Requests (TAR) for the psychiatrist and coordinate with the pharmacy.
- Conduct limited physical screening (i.e. when the psychiatrist prescribes intramuscular medications) and provide consultation to the staff on physical complaints of clients.
- Complete "Patient Assistance Program (PAP) forms to enroll (or to continue enrollment) for uninsured clients in a medication assistance plan.
- Prepare accurate and timely medical records of all services rendered.
- Other duties as assigned.

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

- Current license to practice in the State of California as a Registered Nurse or Licensed Vocational Nurse (LVN).

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

- Knowledge of general medicine and its relationship to the treatment of mental disabilities.
- Knowledge of psychopathology, psychotherapy, psych pharmacotherapy and their applications within an outpatient setting.
- Ability to maintain effective, caring relationships with clients, families professional and support services staff.
- Ability to work effectively both independently and as a member of the team.

- Excellent interpersonal skills; 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:**

- Verbal and written fluency in an Asian language.
- Knowledge and experience in the delivery of mental health services to Southeast Asian and/or other Asian/Pacific Islander clients.
- Experience providing psychiatric nursing services.

**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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