

WESTERN MENTAL HEALTH CENTER, INC.
JOB DESCRIPTION

POSITION TITLE: LPN/RN
DEPARTMENT: Psychiatry
SUPERVISOR: Executive Director
FLSA: Non Exempt

SALARY LEVEL: E-10

POSITION SUMMARY: Provides nursing and supportive services to psychiatric staff and Center clients.

ESSENTIAL FUNCTIONS:

1. Performs all duties in accordance with the policies and procedures of the Center.
2. Assists psychiatric staff with medication management services including: reviewing psychiatric correspondence with staff, coordinating medication samples, patient assistance programs, complete drug formulary exceptions and prior authorizations as needed, and patient education programs.
3. Provides crisis intervention for client emergencies.
4. Participates in all required clinical meetings.
5. Presents educational material (within limits of experience and educational background) in a variety of public settings to promote community understanding and response to mental health problems as needed.
6. Participates in and is responsive to Center quality assurance procedures, cooperates with Center peer review and utilization procedures, and follows established procedures pertaining to maintenance of accurate and complete clinical records.
7. Available for evening and weekend work as required by Center needs.

OTHER RESPONSIBILITIES:

1. Is sensitive and responsive to management needs, such as data collection, program evaluation, development of funding applications, maintenance of various contracts for services as appropriate to position.
2. Ability to travel, as position requires.
3. Perform other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. A minimum of an Associate degree in nursing from an accredited university/college required.
2. RN licensure and experience in mental health required.
3. Must have excellent communication, organizational and interpersonal skills.