

COMMUNITY MENTAL HEALTH NURSE

Distinguishing Features of the Class: The work involves responsibility for providing professional mental health nursing services in the Continuing Day Treatment Program and Outpatient Mental Health Clinic in the Mental Health Department. The position requires assisting program psychiatrist with updated mental status information prior to or during appointments with scheduled patients. Limited home visits when patients do not follow through with scheduled visits. This position reports directly to the Mental Health Program Director (Friendship House) and may consult with the Supervising Nurse in Orleans County Outpatient Mental Health Clinic. Performs related duties in the Mental Health Department as required.

Typical Work Activities:

- Provides both group and individual education regarding medication – effects, side effects, etc.
- Empowers clients through education, role-playing and role-modeling to communicate needs and questions to treating psychiatrist
- Assists psychiatrist during patient visits by providing most recent medical information and/or changes
- Gives input for development of treatment plans with the Continuing Day Treatment Program staff and authors treatment plans for clinic clients who only see a clinic psychiatrist
- Provides screening of post-admission clients to ensure that they are connected with a Primary Care Physician (PCP) in the community. Provides referral to PCP on as needed basis
- Gathers initial medical report at admission from PCP and continues process on a yearly basis
- Exchanges information with PCP and other treating health care providers regarding medications, etc. after obtaining client consent
- Completes necessary documentation as it relates to case records, utilization review compliance, and regulations of both NYS Department of Health and NYS Office of Mental Health
- Gives injections and administers medication under the supervision of treating Psychiatrist
- Performs other duties in the Department as requested

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Thorough knowledge of the problems and practices of nursing
- Good understanding of both NYS Department of Health and NYS Office of Mental Health regulations
- Good organizational and interpersonal skills
- Ability to understand problems related to the treatment of persons with mental disabilities
- Ability to interpret federal, state and local laws affecting the medical and health programs
- Ability to properly prepare in a timely manner required documentation
- Ability to be sensitive to any situation that could lead him/her or others to engage in actions that would violate said policies
- Ability to meet deadlines
- Familiarity with and ability to understand all policies of the Department
- Willingness to report promptly any violations or suspected violations of Department policies
- Willingness to attend and ability to comprehend all mandated Department training
- Current knowledge of or ability to identify other community services
- Skills in leading education groups
- Skills in diagnosing mental health problems and familiarity with the DSM IV Manual

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- Computer literacy in current productivity software tools
- Initiative, tact, and patience
- Physical condition commensurate with the demands of the position

Minimum Qualifications: Must possess at least an Associate degree in Nursing and must be a Registered Professional Nurse with a current NY State license or possess a permit from New York State Education Department. One year of experience in community mental health or psychiatric nursing or specialized training in psychiatric nursing, preferred.

Special Requirements: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job at the time of appointment.

05/06/1996

06/07/1999

11/18/2008

05/06/2011

CLASS: COMPETITIVE