



Psychiatric Nurse Practitioner Job Description

Job Title: Psychiatric Nurse Practitioner
Department: Personal Growth Associates (PGA)
Reports To: Director of Community Programs
FLSA Status: Non-Exempt
Prepared By: Alex Bolte
Prepared Date: 8/5/2014
Approved By: Ken Eskow
Approved Date: 3/7/2015

Summary: The Psychiatric Nurse Practitioner is responsible for providing medication supportive services under the Director of Community Programs to a designated population of mentally ill individuals. The Psychiatric Nurse Practitioner performs all duties allowed by the Nurse Practice Act for Nurse Practitioners to provide direct patient care through the use of standardized procedures and protocols as approved by El Hogar Community Services, Inc.; follows departmental policies and procedures; exercises initiative, originality and judgment in applying established principles and practices to new and unusual problems; serves as a resource for staff and participates in educational sessions for staff. The Psychiatric Nurse Practitioner will also be responsible to cover for other Nurse Practitioners at other clinics during vacations or other absences.

Direct supervision is provided by the Medical Director and Director of Community Programs while general supervision is provided in the form of chart review and consultation and collaboration with Psychiatrists on contract with El Hogar Community Services.

Essential Duties and Responsibilities: include the following. Other duties may be assigned;

- Serves as a resource for staff and provides consultation;
- Conducts assessments, service plan development, crisis intervention;
- Provides medication support services to clients as appropriate;
- Conducts 5150 assessments as needed;
- Attends medication support meetings and serves on committees as needed;
- Carries a client case load, and has responsibility for maintaining assigned productivity levels each month.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Uses feedback to modify designs; Applies recovery model therapeutic principles; Demonstrates attention to detail.

Problem Solving - Works well in group problem solving situations; Uses reason even when dealing with emotional topics; Seeks resolution to problems rather than assignment of blame.

Project Management - Develops project plans; Communicates changes and progress; Completes projects on time and budget.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Readily shares skills and abilities with others.

Client Focus - Manages difficult situations; Responds promptly to internal and external needs; Solicits feedback to improve service; Responds to requests for service and assistance.

Oral Communication - Listens and gets clarification; Responds well to questions; Clearly communicates with all members of staff as well as outside clients or business contacts.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Business Acumen - Understands business implications of decisions; Aligns work with strategic goals; Maintains appropriate boundaries and maintains appropriate confidentiality.

Ethics - Treats people with respect; Inspires the trust of others; Upholds organizational values.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.

Motivation - Sets and achieves challenging goals; Measures self against standard of excellence; Takes appropriate steps to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Develops realistic action plans.

Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Minimum qualifications are as follows:

- Possession of a valid California Registered Nurse License
- Possession of a valid California Nurse Practitioner License
- Possession of a valid DEA number

Language Skills:

Oral and written fluency in the English language as well as the ability to speak effectively to clients, direct service providers, senior management or outside agency personnel.

Mathematical Skills:

Ability to apply concepts of basic arithmetic, as well as the ability to calculate productivity ratios.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Internet software; Spreadsheet software; and Word Processing software.

Physical Demands:

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions and potentially volatile individuals. The noise level in the work environment is usually moderate

ACKNOWLEDGMENTS:

I have reviewed and understand the above Job Description. I understand that the Company reserves the right to change this Job Description at any time based on business needs.

I certify that I am able to perform all of the "Essential Requirements" of the job outlined herein, with or without an accommodation, except as noted here: (If none, so state):

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is "at will," for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

I understand that as a non-exempt employee, I am eligible to receive additional compensation for hours worked in excess of eight (8) hours per day and/or forty (40) hours per week.

Employee Signature

Date