



Heart of Ohio Family Health Centers

Job Description

Psychiatric Nurse Practitioner

Summary: This position supports the Organization in the following manner:

Psychiatric Nurse Practitioner

- The incumbent in this position is responsible for providing psychotherapy and medication evaluation and management to a range of clients having mental illness, mental retardation and substance abuse disorders under the supervision of consulting psychiatrist(s)..

Part Time Position:

Reports to: Chief Medical Officer

Supervises: N/A

Dress Requirement: Business Casual

Work Schedule:

Monday through Friday during standard business hours

Times are subject to change due to business necessity

Exempt

Non-Exempt

Job Duties and Responsibilities, these are considered essential to the successful performance of this position:

- ✓ Conducts therapy, medication assessments, and crisis response to new and existing clients. Develops individual service plans based upon assessment data, and provides therapeutic interventions as necessary including the provision of on-going medication management services.
- ✓ Provides consultation and health education to agency staff, caregivers and clients as it is relative to the treatment and medication needs of agency consumers.
- ✓ Provides special assessments of consumers awaiting discharge from state facilities, participates in discharge planning with other agency and facility staff, and assists in diversion of persons from state facility placements through agency residential programs.

- ✓ Maintains documentation of services including service plans, progress notes, medication informed consent, quarterly treatment plan reviews, and other required information in compliance with agency and third party compliance standards

Job Qualifications (Experience, Knowledge, Skills and Abilities)

Knowledge:

Extensive knowledge of: the etiology of serious mental illness, and substance abuse disorders and their treatment by a variety of appropriate therapeutic interventions including psychopharmacology; nursing practice and medical evaluation, physical diseases and their treatment; community resources and networking techniques; and of psychiatric and medical emergency stabilization.

Abilities:

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

- ✓ Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flow and procedures.
- ✓ Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- ✓ Client Service – Manages difficult or emotional client situations; responds promptly to client needs; solicits client feedback to improve service; responds to requests for service and assistance; meets commitments.
- ✓ Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- ✓ Professionalism- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- ✓ Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- ✓ Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent by notifying immediate supervisor of need for coverage; arrives at meetings and appointments on time

QUALIFICATIONS:

Licensure in Ohio as a (Psychiatric) Family Nurse Practitioner and a Clinical Nurse Specialist with a minimum of two years experience working with persons who have mental illness, and/or substance abuse disorders or a combination of licensure, education and experience demonstrating ability to effectively perform essential job functions.

FLSA STATUS:

- ✓ Exempt
- ✓ Required experience at least one year Counseling
- ✓ Master's Degree preferred
- ✓ Must have experience in Mental Health and Addiction Counseling
- ✓ Ability to successfully guide others to create an efficient, harmonious work environment
- ✓ Knowledge of federal, state and local laws and regulations pertaining to Social Work Licenses
- ✓ EMR/EHR Preferred
- ✓ Competency in working sensitively and respectfully with people of various cultures and social status
- ✓ Skills to expertly deliver exceptional health care to the public

Guiding Principles: Communication, Teamwork, Attitude, Diversity, Service

Facility Environment:

Heart of Ohio Family Health Centers operates in two locations, 882 S. Hamilton Rd, Columbus, Ohio 43213 and 2365 Innis Rd, Columbus, Ohio 43224. Both facilities are a medical office environment with front-desk reception area, separate patient examination rooms, pharmacy stock room, business offices, hallways and private toilet facilities. Both facilities are on the main ground floor and ADA compliant.

This position's primary work area is the clinical portion of the facility; ie, patient examination rooms, hallways, and other clinically assigned areas.

The clinical area is:

- kept at a normal working temperature
- sanitized daily
- maintains standard environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height
- maintains standard medical equipment; ie, EKG machine

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch

- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office or medical equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person's voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency, 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed</i>
Normal, steady work pace	2
Randomly changing work pace	2 Maybe as needed to accommodate the organization (there are 2 ctrs)
Fast, sometimes chaotic work pace	1
Independent decisions made without supervision	2
Exposure to trauma, grief, death, etc	1
Exposure to disease or bacteria	1
Handles closed containers or vials of patients' bodily fluids or tissues	0
Required to wear safety clothing or equipment	0
Handles money (cash, checks or credit cards)	0
Interacts personally with public	3
Interacts with public via the telephone, letter, or other non-face-to-face measure	3

I have read this job description and understand the duties and tasks I am to perform regarding my employment. I understand the responsibility that is given to me in maintaining accurate records, superior patient health care, confidentiality and the confidence that is entrusted to me. I understand that failure to accurately perform the tasks in a superior manner or exercise the duties as stated above will subject me to disciplinary action, up to and/or including termination of employment. I understand that I can seek clarity of duty or responsibility at any time from the CMO. I understand this job description is not a contract of employment and my employment is *at will*.

Signature

Date

Print Name

Original to Personnel File and Employee