

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PSYCHIATRIC NURSE

DEPARTMENT: HEALTH & HUMAN SERVICES/CLINICAL SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH UNIT MANAGER /MEDICAL DIRECTOR

SUMMARY:

Under the general supervision of the Behavioral Health Unit Manager, the Psychiatric nurse administers and monitors medications, prescribed by the Medical Director, to patients of the clinic, as well as provides case management to individuals with a mental illness.

DUTIES AND RESPONSIBILITIES:

- Schedules office appointments for medication checks and facilitates communication between psychiatrists, pharmacies, and clients.
- Administers injections for clients, filling med sets, and re-orders medications.
- Ensures that clients are seen in a timely manner and assists the psychiatrist in serving clients in the most efficient time available and ensures paperwork meets federal guidelines. This includes crisis intervention and aftercare services.
- Facilitates advocacy contacts and ensures that quality care is provided.
- Assists clients in problem solving, explains medication benefits and side effects, monitors for adverse reactions, and tracks blood pressure, weight, blood sugars, etc.
- Provides crisis counseling and intervention.
- Meets regularly for clinical staffings and case management coordination.

SKILLS AND ABILITIES:

- Basic everyday living skills.
- Ability to understand and follow directions.
- Ability to read, write and all math skills are needed (patient charts, conversions, etc.).
- Skill in the use of general office equipment, including, but not limited to: telephone, copy machine, calculator, fax machine, camera, typewriter, computer terminal, measuring devices, first aid equipment, electronic testing equipment, general medical equipment (needles, bandages, etc.), hearing and eye protection, and gloves for personal protection.

QUALIFICATIONS:

EDUCATION Bachelor of Science Degree in Nursing

EXPERIENCE / JOB KNOWLEDGE: Registered as a Nurse in the State of Wisconsin, and have at least three (3) years full-time employment in psychiatric mental health nursing. Must possess and maintain a valid Wisconsin driver's license and have access to an insured automobile.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects, or fingering, which includes typing or writing. 50% of the time is spent talking, sitting, and/or using far and near vision. Approximately 25% of the time requires standing. Activities done 10% of the time include: stooping, kneeling, climbing, reaching, low to medium lifting (10 lbs. to 40 lbs.), carrying and low pushing (10 lb. objects). In unusual or non-routine situations, crouching, crawling, running, grappling, balancing, bending or twisting, medium carrying (20 lbs. to 40 lbs.) and medium pushing (60 lbs. to 80 lbs.) would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work is spent inside. Physical attacks from patients may happen in unusual situations. The danger of contracting bloodborne diseases, antigens, and fatal chronic diseases is always present.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.