

West Cecil Health Center, Inc. & Qualified Subsidiaries

Job Description

Title: Psychiatric NP

Job #: 1906

Department: Behavioral Health

Reports to: Medical Director

FLSA Status: Exempt

Board Approved: Revised 8/24/17

POSITION SUMMARY

Responsible for evaluating medical and psychosocial conditions; developing and implementing treatment plans, including prescription of psychotropic medications; monitoring and evaluating treatment results.

ESSENTIAL FUNCTIONS

- Evaluates patients by interviewing patient, family, and other persons; conducting physical examinations; observing behaviors; reviewing medical history and related documents; selecting, administering, and interpreting psychological tests; ordering laboratory tests and evaluating results.
- Develops treatment plans by determining nature and extent of cognitive, emotional, developmental, social, and behavioral disorders; establishing treatment goals and methodologies.
- Treats patients by utilizing psychotherapeutic methods and medications; discussing progress toward goals with patients; providing instructions; monitoring effect of medications; supervising staff provision of services.
- Maintains interdisciplinary treatment by reviewing treatment plans and progress; consulting and collaborating with primary care physicians, mental health therapists, and other health care providers.
- Assures quality and safe service for patients and staff by enforcing policies, procedures, standards, rules, and legal/regulatory requirements; participating in utilization reviews; remaining available for emergency consultations.
- Improves staff competence by providing training and discussions regarding the interrelationship between psychosocial and physiological problems, psychotropic medications, crisis intervention, and related issues.
- Maintains historical records by documenting symptoms, medications, and treatment events; writing summaries.
- Updates job knowledge by participating in continuing medical educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Be responsible and accountable to the Behavioral Health Team, Medical Director, Executive Director and the Board of Directors, keeping them informed of pertinent matters relating to behavioral health operations, the mental health care industry, and regulatory and legislative developments.
- Promote the health center and its services to the community and its various constituents
- Serve as liaison between the medical behavioral health community and the center
- Assist the Medical Director in pursuit of additional grant and funding opportunities consistent with the mission of the center in order to expand the center's capacity to meet the health needs of the community
- Assist with health care provider recruitment and retention

KEY COMPETENCIES

- Documentation skills
- Problem Solving/Analyzing Information
- Communication Proficiency.
- Decision Making
- Ethical Conduct
- Personal Effectiveness/Credibility
- Thoroughness
- Collaboration with treatment team
- Current Knowledge of standards of care
- Accountability for patient care

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

POSITION TYPE AND EXPECTED HOURS OF WORK

- This may be a full-time or part-time position.
- Days and hours of work will be scheduled in accordance with West Cecil Health Center’s operating hours.

LOCATION/TRAVEL

- Located in West Cecil Health Center and/or its qualified subsidiaries.
- Travel is primarily local during the business day, although some out-of-the-area travel may be expected.

POSITION REQUIREMENTS

Education

- Master Degree in Nursing with a focus in Psychiatry

- ANCC Certification as a PMHNP

Experience

- A minimum of one-year experience in behavioral health care preferred

Physical/Environmental

This job operates in a professional office environment. This role routinely uses standard office equipment.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands, fingers, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies up to 20 pounds

Additional Eligibility Qualifications

- Well-developed interpersonal skills are required
- Basic knowledge and experience in human resource management is required

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____