



## **PEOPLE'S CENTER HEALTH SERVICES**

### **Job Description**

#### **SUMMARY**

The purpose of this position is to provide comprehensive mental health care including assessments, diagnoses, interventions, education, referrals and consultations to pediatric and adult patients.

#### **RESPONSIBILITIES**

- Provides behavioral health care including psychiatric care to patients of PCHS
- Conducts psychiatric evaluations, behavioral health consultations
- Provides formal and “curbside” medication management of patients needing extended psychiatric care
- Facilitates the hospitalization of patients served who require inpatient care
- Provides diagnosis and medication education to patients and their families
- Maintains agreed upon level of productivity
- Complete disability questionnaires for behavioral health patients who apply for disability if appropriate
- Refers patients to appropriate resources in the community such as vocational rehabilitation
- Attends regular meetings with the team for coordination of care
- Acts as consultant to other members of the behavioral health team regarding diagnosis and treatment
- Attends monthly agency staff and department meetings.
- Formulates plan of care for clients.
- Documents patient assessment/intervention data in medical records using established medical record forms and documentation practices.
- Provides patient education to individuals and groups about health maintenance and management of chronic disease process and mental health conditions. ]
- Communicates facts, ideas, and skill that change knowledge, attitudes, values, beliefs, behaviors, and practices if individuals and families.
- Responds to crisis situations according to policy.
- Demonstrates communication skills that are clear, effective, facilitate patient care and team functioning, and is respectful of differences.
- Utilizes supplies in a cost-effective manner.
- Performs clinic and outreach related tasks.
- Participates as a member of a multidisciplinary team to facilitate teamwork, improve patient care processes and outcomes.
- Participates in Clinical Quality Improvement initiatives

- Establishes and maintains professional working relationship with other members of the health care team.
- Maintains professional competence by pursuing opportunities for continuous learning, attending continuing education offerings, reading professional literature, and engaging in other activities, which develop new knowledge and skills.
- Maintains knowledge of, and complies with, personnel, behavioral health, medical and clerical policies and procedures.
- Adheres to the standards and policies of the Organizational Privacy/Security and Compliance Programs, including the duty to comply with applicable laws and regulations (HIPAA, OSHA, OIG, guidelines, and other State and Federal laws). This also includes reporting to the Board of Directors, Compliance Officer, Privacy Officer, supervisor or suggestion box, any suspected unethical, fraudulent, or unlawful acts or practices.
- Performs other duties as assigned.

### **WORKING CONDITIONS AND PHYSICAL EFFORT**

Prolonged sitting or standing may be required. Those physical movements and the degree of mobility, manual dexterity and hand-eye coordination normally associated with receptionist duties in a clinic office setting will be performed on a repetitive basis. This also includes bending, twisting, reaching, lifting, pulling, pushing, and walking. The ability to distinguish letters and symbols as well as the ability to utilize telephones, computer terminals, fax machines, and copiers is required. 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 frequently exposed to communicable diseases, toxic substances, medicinal preparations and other conditions common to a clinic environment. The noise level in the work environment is usually moderate. Working under stressful conditions as well as irregular hours may be required.

### **QUALIFICATIONS**

- Master's degree or Doctor of Nursing Practice in psychiatric nursing
- Minnesota state license
- DEA number
- Computer literacy is required.
- Ability to work as a team member.
- Computer experience required.
- Ability to work with a culturally diverse group of people.
- Must be willing to work flexible hours as required by position.