



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: PSYCHIATRIC NURSE PRACTITIONER DATE OPENED: JANUARY 4, 2019

DEPARTMENT: FCHC / HEALTH DEPARTMENT CLOSING DATE: UNTIL FILLED

If you have any questions about this position vacancy, call: (406) 751 - 8109

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:
TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ 40.70 per Hour

TEMPORARY

SALARY AT:

YEAR STEP: \$ _____ per _____

YEAR STEP: \$ _____ per _____

YEAR STEP: \$ _____ per _____

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

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THIS IS A CONTRACT POSITION THAT WOULD BE WORKING WITH OUR HRSA MENTAL HEALTH SUBSTANCE USE DISORDER GRANT.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Psychiatric Nurse Practitioner	Job Code:	13940
Department:	Health Department	Pay Grade:	Contract
Reports to:	Executive Director	FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

Department Overview: The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. The Health Department offers primary health care services through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

Job Summary: Under supervision of the Community Health Center Executive Director, provides patient care as a psychiatric nurse practitioner.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Participates in integrated behavioral health care services
- Monitors patients' medication usage and results
- Documents patients' medical and psychological histories
- Assesses patients' mental and physical status based on the presenting symptoms and complaints
- Documents assessment results, diagnoses, treatment plans, prescriptions, and outcomes
- Orders and/or obtains and interprets laboratory tests as indicated.
- Educates patients and family members about mental health and medical conditions, preventive health measures, medications, and treatment plans
- Writes prescriptions for psychotropic medications
- Collaborates with medical director, primary care provider, and staff to develop, implement, and evaluate treatment plans

- Works in collaboration with other healthcare providers and agencies to provide, and when appropriate, coordinate services to individuals and families.
- Utilizes written protocols signed by the medical director for the performance of activities related to initiation or modification of medical therapeutic regime.
- Refers clients to appropriate resources and document follow-up.
- Conducts education sessions for professional, community and client groups as requested.
- Maintains confidentiality of patient information and adherence to HIPAA principles.
- Establishes and maintains effective working relationship with lay and professional people contacted in the course of work.
- Provides services in adherence to Patient Centered Medical Home requirements.

Non-Essential Functions:

Incumbents may be requested to perform functions relevant to the position but not listed above.

Physical Demands and Working Conditions:

Work is performed in an office and clinic environment and requires typical range of motion and physical agility associated with the operation of office and medical equipment. During the course of work an incumbent in this position may be exposed to body fluids and may be required to use personal protective equipment. This position is subject to non-DOT drug and alcohol testing.

Supervision Exercised:

This position will not supervise staff but may coordinate the work of others.

Knowledge, Skills, and Abilities:

- Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions
- Psychological research methods
- Knowledge of Diagnostic and Statistical Manual of Mental Disorders (DSM)
- Knowledge of screening and assessment tools for behavioral health
- Knowledge of current immunization standards;
- Knowledge of principles of case management and motivational interviewing;
- Knowledge of HIPAA confidentiality requirements and practices;
- Knowledge of OSHA standards in clinical settings;
- Knowledge of community resources for patient referral;
- Knowledge of Patient Centered Medical Home model.
- Ability to communicate effectively orally and in writing;
- Ability to analyze data and write reports;
- Ability to maintain strict confidentiality of all Health Center matters;
- Ability to establish and maintain effective working relationships with peers, other agency personnel and the public;

Education and Experience:

- Graduate degree in psychiatric nursing and certification as a psychiatric nurse practitioner (PNP-C) with prescriptive authority
- Must be a licensed Psychiatric Nurse Practitioner eligible to practice in the State of Montana
- Possession of current DEA license
- Possession of a Montana motor vehicle operator's license
- Preference to candidate with at least two years of experience as a psychiatric nurse practitioner.

Action:
Adopted

Date:
7/17/2017

Reference:
Commissioners' Minutes