

POSITION DESCRIPTION

JOB TITLE: REGISTERED NURSE **DEPARTMENT:** HUMAN SERVICES

DIRECT REPORT TO: CSP, CCS and Clinic Manager

GRADE: 24 **SALARY RANGE:** See current wage scale

POSITION: Full or Part Time, Non-Union, Exempt

The purpose of this position is to provide psychiatric nurse services and case management to patients participating in Juneau County Department of Human Services' Behavioral Health Services.

It is the policy of Juneau County that employees will not accept any other employment which will conflict with their job responsibilities or is incompatible with the proper discharge of his/her official duties or would impair his/her judgment. Therefore, all employees accepting this position must disclose and obtain permission for any other employment activities, especially those of similar nature and function.

**A. ESSENTIAL FUNCTIONS AND GENERAL STATEMENT
OF DUTIES & RESPONSIBILITIES**

1. Responsible for the development, implementation, and review of treatment plans for assigned clients. Responsible for maintaining client records in accordance with regulatory and agency guidelines and timelines.
2. Works in conjunction with applicable Unit Manager(s), Case Managers, and Case Workers to assure that clients receive sufficient support to maintain stability in the community in the least restrictive environment.
3. Monitors the implementation of services identified in the treatment plans of assigned clients and assures that services are provided as specified, and may provide technical assistance, coordination of schedules, monitoring and quality control, etc. of therapists, other case managers, and other service providers.
4. Coordinate or assist in coordinating client services with contracted psychiatrist either on-site or through tele-health services.
5. Coordinates or assists in the coordination of medication monitoring services for outpatient CCS, CSP and Clinic clients. In performance of this duty may: meet with clients to assess medication efficacy and side effects and to dispense weekly supply of prescribed medication; administer injectable medications; monitor other physical characteristics and symptoms, and initiate blood level monitoring as prescribed by the consulting psychiatrist, etc.
6. Coordinates medications obtained through pharmaceutical companies' patient assistance programs, and monitors on-hand supplies of sample medications.
7. Responsible for the strict maintenance of client confidentiality. Assures that records which contain client names are not visible to the public during office hours and are stored securely during non-office hours. Does not discuss client cases or other confidential agency information with anyone (including other, non-involved Department staff, clients' family members or other collaterals, or

members of the public) at any time, unless there is a specific need to know and a signed authorization to release information (as appropriate). Does not discuss client cases or confidential agency information with members of the general public, including family members.

8. May serve as point of contact for the Human Services Department relative to assigned external agencies, programs, or services. As assigned, may represent the Department at professional meetings, community events, etc.
9. Performs other duties and responsibilities as assigned by the Director or Supervisor for this position.
10. Visit consumers in their natural environment for the purpose of assessing and monitoring prescribed medications and providing case management.
11. Participates in meetings, staff and in-services as scheduled.
12. Coordinate and administer IM medications.

B.

QUALIFICATIONS/EDUCATION/EXPERIENCE

1. Requires a current certificate of registration as a registered professional nurse under s. 441.06, Wisconsin Statutes. Requires knowledge of and adherence to applicable professional codes of ethics pertinent to the delivery of nursing services. Experience in psychiatric nursing is desirable.
2. Requires excellent interpersonal skills and the ability to interact effectively with clients, their families, other agencies, the court system, and members of the general public. Requires excellent analytical, problem-solving, and organizational abilities.
3. Requires attention to detail, the ability to meet deadlines, and punctuality in completing treatment plans, nursing notes, mandated forms, etc.
4. Requires working knowledge of the principles of community integration, least restrictive environments, targeted case management programs and CSP programs.
5. Requires outstanding interpersonal and leadership skills, problem-solving and organizational abilities, as well as the ability to work harmoniously, constructively, and cooperatively with other professionals, clients and their families, community service providers, members of the general public, etc. Requires a solution-oriented approach and the ability to generate creative helpful solutions to problems. Requires the ability to follow directions, apply fairly appropriate agency policies, complete projects in a timely manner, and work cooperatively with others.
6. Requires superior writing skills, and the ability to compose a variety of complex and sophisticated professional documents, assessments, and reports.
7. Requires the ability to learn, comprehend, retain, and apply information regarding available community residential, recreational, and support resources, as well as the regulations governing applicable State and Federal entitlement programs.
8. Requires the ability to work with minimal supervision in a fast-paced and stressful environment focusing on client treatment and recovery. Requires the ability to maintain the confidentiality of client, staff, and agency information.
9. Requires the flexibility to work a varied schedule, depending upon the needs of assigned clients.

10. Applicants must pass background checks conducted by the Wisconsin Department of Justice and the Wisconsin Department of Health & Family Services.
11. Must possess a current Wisconsin driver's license, automobile, and automobile insurance as required by Wisconsin State law.

C. ADDITIONAL INFORMATION

1. Must be able to communicate, to hear and comprehend verbal communications, to monitor visually program participants (including their whereabouts, the quality of their production, cleanliness of their persons and environments, their social and work behaviors, etc.).
2. Must be able to work outdoors part of the time and to withstand at times severe environmental factors encountered in operating a vehicle.
3. Must be able to travel independently to various locations. Must be physically able to operate agency vehicles, including wheelchair lifts. The ability to climb stairs or ladders may be required.
4. Must be able to tolerate the stresses associated with deadlines, customer service, and quality enhancement. Must be able to retain professionalism and equanimity in situations involving agitated clients or other involved parties. Must be able to work as a cooperative member of a team, in support of client- and agency-related goals.
5. Probability of exposure to blood-borne pathogens is considered low (but may vary as a function of clients involved).

CLOSING STATEMENT

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the Supervisor has the right to assign, direct, modify duties and responsibilities listed and that duties not mentioned that are of a similar kind or level of difficulty shall not be excluded.

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. 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 right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or 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.