Position Title: Psychiatric Mental Health Nurse Practitioner
Program/Dept: Medication Clinic
Reports to: Medical Director
Classification: Regular, Full Time, Exempt
Compensation: DOEE + Full Benefits Package

Agency Description: Caminar is a nonprofit agency with over 50 years of experience providing community-based support services for people with disabilities. Caminar services are designed to enable adults and older adults with mental health, physical and developmental disabilities to live and work in their community in accordance with their ability and desire. Our mission is to improve the quality of life for people with disabilities by providing opportunities to live in the community with dignity and independence. The agency employs approximately 300 of the most dedicated and professional staff serving the communities of San Mateo, Solano and Butte counties.

Position Description: Under supervision of the Medical Director, the Psychiatric Mental Health Nurse Practitioner (PMHNP) will provide direct psychiatric services in a small community-based medication clinic. S/he is responsible to assess/diagnose clients’ mental health issues and work with a multidisciplinary team and the client to develop an appropriate treatment plan. The PMHNP will prescribe psychiatric medications as needed, monitoring medication side effects and documenting progress.

Essential Duties & Responsibilities:
- Collaborate with the Medical director in providing direct psychiatric services to clients. Help ensure that clients receive appropriate evaluation, diagnosis, treatment, medical screening and medical/psychiatric evaluation whenever indicated, and that all medical/psychiatric care is appropriately documented in the medical record.
- Conduct psychiatric assessments and make diagnoses; prescribe, dispense, and monitor medication efficacy of clients. Update medication orders at every visit. Administer injections as needed. Explain medication effects and side-effects to clients and/or guardian upon admission with review of the Patient Medication information (PMI) for each medication.
- See clients for drop-in, emergency appointments.
- Works in collaboration with multi-disciplinary team to perform clinical assessments and develop treatment plans. Participate in the Individual Plan of Service for each client, with emphasis on all medical aspects of the plan; Review, approve and sign all Individual Plans of Service.
- Review and follow up on treatment(s) ordered by other physicians.
- Document client’s progress and provision of service in compliance with HIPAA and all other federal and California laws, statutes, codes, and regulations governing the provision and billing of mental health services. Maintain up to date knowledge of required documentation standards. All notes will be in agency-approved format. Ensure accurate coding of billing documentation.
- Obtain and/or review client’s and/or guardian’s signature on the “Consent To Treatment With Psychotropic Medication” form upon admission and annually thereafter.
- Review all non-psychiatric medical orders and prescriptions.
- Order non-prescription, first aid, drugs (i.e. analgesics, antipyretics) as needed.
- Perform individual and group psychotherapy/counseling according to IPS.
- Perform crisis intervention for all clients as assigned.
Participate in the Agency staff development and in-service education programs for both professional staff and (company) staff.

Perform all job functions in cooperation with the supervisor, other staff on the team, and other service providers involved in the treatment effort, including sharing information regarding all important interventions.

Participate in promoting a safe, healthy and clean working environment at all times consistent with applicable laws, industry standards and the agency’s own Health & Safety Program.

Complete and submit accurate time sheets and absence reports to Program Director in a timely manner.

Promote within the agency and with the general public the philosophy and practice of social rehabilitation.

Drive own or agency vehicle to treatment destinations, as required; documenting and reporting mileage according to agency procedures, so that services can be provided in a timely manner; comply with agency vehicle policy at all times.

Actively nurture and advance the cooperative, harmonious and teamwork oriented environment Caminar strives to promote within the workplace; Through daily efforts and presentation promote an atmosphere of dignity and respect in line with the organization’s mission, philosophy, policies and procedures.

Perform other related duties, responsibilities and special projects as assigned.

Experience, Qualifications, Skills & Abilities:

- Must be passionate about Caminar’s mission.
- Graduate of a Nurse Practitioner (NP) program from an accredited school of Nursing.
- Certified as an NP in the State of California and hold a furnishing license issued by Board of Nursing. U.S. Drug Enforcement Agency controlled substance registration required.
- Current American Nurses Credentialing Center certification as a Psychiatric Mental Health Nurse Practitioner.
- Prior experience with SMI/DD strongly preferred. Experience in psychiatric rehabilitation, preferably in a social rehabilitation environment. Experience in community field work desirable.
- Excellent computer skills in a Microsoft Windows environment including email and Internet navigation required. Experience with Human Service Information Systems strongly preferred. Experience managing web based time and attendance and staff training and development system strongly preferred.
- Ability to maintain a high level of confidentiality, a professional demeanor and to represent the organization in a positive manner at all times.
- Must demonstrate acceptable level of maturity, good judgment, and emotional stability.
- Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Customer Service—manages difficult customer situations, responds promptly to customer needs and solicits customer feedback to improve service.
- Oral and written communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings. Completes written progress notes and other formal communications skillfully and professionally.
- Quality management—looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
• Planning/organizing—prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
• Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
• Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
• Safety and security—actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
• Must be a dynamic self-starter with demonstrated ability to work independently on special projects.

Physical, Environmental and Mental Requirements:
• Physical: Occasionally required to push/pull objects up to 50 lbs, and to lift/carry objects up to 25 lbs. Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to walk, stand, sit for extended periods.
• Sensory: Frequently required to read documents, written reports, and plans. Must be able to distinguish normal sounds with some background noise, as in answering the phone, interacting with residents and staff, etc. Must be able to speak clearly and understand/be understood using the English language.
• Cognitive: Frequently required to concentrate on moderate detail with constant interruption. Must be able to attend to a task/function for 20-45 minutes at a time. Frequently required to understand and relate to specific ideas, several at a time. Must be able to remember multiple tasks/assignments given to self and others over a period of several days.
• Environmental Conditions: Frequent exposure to varied office and mixed (residential/office) environments. Occasional exposure to toxins and poisonous substances, dust, and loud noises.
• Equipment: Frequently required to use a computer, phone, and fax machine.

Special Requirements:
• Must be able to meet and receive a criminal records clearance, as required by Title XXII, other licensing regulations, and Caminar practices.
• This position requires frequent driving. A valid California driver license, reliable personal vehicle, current personal auto insurance as required by law, and an MVR sufficient to obtain and reasonably maintain insurability under agency auto liability policies are all essential job requirements.
• Must be able to pass post offer, pre-employment medical and drug tests as required under State Community Care Licensing regulations and/or agency policies.
• A personal cell phone with reliable service and, if applicable, a data plan to use for business purposes.
• May be required to obtain and maintain First Aid and CPR certification.

How to Apply:
Please send a letter of interest and current resume to: jobs@caminar.org (include “MC PMHNP” in the subject header of your email). No phone calls please.

Caminar is a leader in providing innovative client-oriented mental health services. We are an equal opportunity employer. Please visit our web site at www.caminar.org