



Mental Health Nurse

Class code: 535

Employee Group: SEIU

Salary Range: 30

I. Position Summary

Under general direction, to provide comprehensive evaluations, medication counseling and a full range of nursing and mental health treatment services to a high risk client population, and to perform other related work as required.

II. Distinguishing Features

The Mental Health Nurse is a professional journey level class. Incumbents perform a full range of complex technical and analytical duties with only occasional instruction or assistance. Work is normally reviewed only upon completion. The employee receives general instructions regarding the scope of and approach to assignments, but procedures and techniques are left to the discretion of the employee. Employee may be expected to provide technical guidance to subordinate staff, volunteers, or other aides; however, guidance responsibilities are ancillary to the main intent and focus of the job.

III. Examples of Essential Position Duties

- Develops diagnostic evaluations and treatment plans for clients, which may include the delivery of medical and health services such as administering prescribed medications and maintaining medical supplies; reviews treatment plans to ensure the delivery of care is appropriate for treatment interventions; provides nurse follow-up services.
- Evaluates clients and assess their physical and mental symptoms for possible drug interactions. Is able to make independent decisions regarding mental health treatment. Counsels clients on medications, drug interactions and possible side effects.
- Consults with psychiatrists and physicians. Prepares reports for doctors.
- Provides complex and/or specialized individual and group counseling and therapy, education, skills training, outreach and support to clients and families as necessary.
- Provides consultation, education, information to agencies in the community which routinely come in contact with individuals in crisis; maintains liaison with key community agencies that serve people with mental developmental disabilities, as assigned.
- Prepares and maintains required records, progress notes and files; prepares reports as needed.
- May provide guidance and leadership to lower level positions for clarifying, interpreting and problem solving moderately complex issues; may provide technical guidance, training or orientation to lower level employees and volunteers; may work with, coordinate and provide clinical review of work by other clinicians, staff members or outside agencies.
- May plan, develop, coordinate and implement small to moderate programs including training and recruiting of volunteers and promoting the program to the public.
- Serves on committees and/or task forces; performs other duties and responsibilities as assigned.
- When assigned to the duties of pre-commitment services, assesses whether an individual is a danger to himself or herself or others; performs discharge assessment, planning and coordination.
- Works irregular shifts and respond to after-hours emergency calls as required.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.

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- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires a medical knowledge of the techniques and procedures used in evaluating, modifying and motivating human behavior; case management methods; drug interactions; medications and their side effects; rules, laws, regulations and ethics of medical and mental health services and treatment; community services and resources; supervision and management techniques. Ability to assess status of individuals and families for medical services and needs; write concise and accurate progress notes and reports; perform nursing and medical procedures; coordinate treatment plans; work with a diverse client population; provide technical direction to lower level staff or volunteers; maintain confidentiality; establish and maintain cooperative working relationships with those contacted in the course of work; build and lead strong, cohesive work groups and teams.

V. Minimum Requirements *(Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)*

Education and Experience

- A Bachelor's degree in nursing or related field AND five years progressively responsible experience in the delivery of health care in a mental health and/or social services setting.
OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Licenses, Certificates and Other

Must be currently licensed by the state of Oregon as a registered nurse. May require certification as a Mental Health Investigator if assigned to pre-commitment duties. Must have a valid Oregon driver's license with an acceptable driving record.

Physical Demands *(Performance of the essential duties of this position includes the following physical demands and/or working conditions)*

Requires the ability to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another. Requires sufficient hand-eye coordination to perform skilled movements, such as giving injections, taking blood samples, adjusting microscopes, etc., as well as semi-skilled repetitive movements, such as typing, filing and data entry and use of other office equipment or supplies. Tasks require occasional exposure to strong odors, strong chemicals, and communicable illnesses. Sensory requirements include color, sound, odor, texture and visual perception and discrimination as well as oral communications ability.

Working Environments

Requires the ability to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert a small amount of physical effort in sedentary to light work involving

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moving from one area of the office to another. Requires sufficient hand-eye coordination to perform skilled movements, such as giving injections, taking blood samples, adjusting microscopes, etc., as well as semi-skilled repetitive movements, such as typing, filing and data entry and use of other office equipment or supplies. Tasks require occasional exposure to strong odors, strong chemicals, and communicable illnesses. Sensory requirements include color, sound, odor, texture and visual perception and discrimination as well as oral communications ability. Work is generally performed in an office environment but may include other locations, including patient's homes. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 4/15