



Psychiatric Nurse Practitioner Manager

Class code: 01325

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: PNPM

I. Position Summary

Under administrative direction, provides clinical diagnosis and psychiatric treatment service, and plans, organizes, and manages the development, implementation, and on-going operation of a variety of mental health programs. Initiates and implements strategic and management activities to maintain a varied and complex program, manages and administers funds, directs a comprehensive program of needs assessment, evaluation and analysis, provides community and regional leadership and support.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Provides psychiatric care to the mentally ill population including assessments, medication management and evaluation, psychoeducation, and psychotherapy.
- Initiates, implements, and directs strategic plans to assure support, development, and coordination of a continuum of comprehensive services responsive to the needs of the mentally ill.
- Provides leadership and direction and develops short and long-range plans, goals, and objectives for assigned program; identifies services design and delivery option; review and updates plans to reflect changing conditions and regulations.
- Develops, reviews and signs treatment plans and comprehensive assessments for medical necessity.
- Establishes, implements, and updates policies, procedures, guidelines, and standards for the efficient and effective operation and maintenance of assigned program, assuring compliance with applicable legal requirements and county policies and goals.
- Participates in the development and management of the budget and all fiscal records for the program; prepares annual operating budget and amendments, agency cost allocation plans, and related funding request; monitors and documents all revenues and expenses.
- Selects, supervises, and evaluates assigned staff. Establishes work rules and performance standards, conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Provides for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.
- Participates in and manages the preparation of applications for federal, state, and local grant agencies and for funding sources; assures compliance with grant requirements, directing the preparation of required reports, as needed.
- Manages on-going comprehensive needs assessment, audits, program evaluation, and special studies as required, to assure program compliance with legal requirements.
- Manages and participates in the coordination of assigned program planning and development activities and service delivery strategies among local agencies and organizations, other county departments, private service organizations, schools, citizens groups, community coalitions, advisory boards and committees, and other organizations as necessary.
- Acts as advocate to state, federal, and local officials and community based organizations to expand their support of the special populations serviced by assigned program area.

- Represents the county and promotes community awareness of and participation in assigned program by providing information and education to citizens, schools, agencies, business, industry, and other community groups; makes presentations and speaks before a variety of audiences to present program goals, objectives, and activities.
- Serves as a key liaison for the program and directs the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints, upon the request of the Division Manager or Psychiatric Medical Director.
- Interprets complex and detailed federal and state regulations to ensure program and planning compliance, and provides, or oversees the provision of technical assistance and/or training to agency staff, volunteers, contractors, and service providers, upon the request of the Division Manager or Psychiatric Medical Director.
- Serves as key administrative and professional staff for advisory boards and commissions; supervises employees providing staff support to boards and committees, upon the request of the Division Manager or Psychiatric Medical Director.
- Analyzes program effectiveness and recommends improvements to existing services, equipment, and operating systems; researches, analyzes, and evaluates new developments in assigned area and works to expand existing program and services; develops and recommends new programs and program modifications.
- Assists in the development of and maintains a record-keeping system that provides for the proper evaluation, control, and documentation of assigned operations; may include client tracking and complex management information systems.
- Adheres to County and departmental policies and procedures, as well as safe work practices, policies and procedures.
- 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.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Extensive knowledge of the principles and practices involved in psychiatric patient care management, disease processes, treatment, pharmacology, and patient education; psychiatric diagnostics and assessment tools; anatomy, physiology, psychology, sociology and other related sciences; preventive health maintenance and promotion.
- Thorough knowledge of principles and practices of program management and administration, including budget development, monitoring, evaluation, and strategic planning.
- Knowledge of the application and interpretation of applicable federal, state, and local rules, regulations, codes, and ordinances and safety precautions and regulations.
- Knowledge of modern management principles and practices.
- Knowledge of practices, principles, and techniques of public administration and the organizational structures and functions of governmental entities and agencies.
- Ability to prepare, research, develop, and administer plans based on survey and analysis of data, citizen participation, and agency consultation.

- Ability to set work priorities and train, direct, motivate, and evaluate the work of assigned staff.
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Ability to plan and supervise a treatment plan.
- Ability to accurately document patient encounters in an electronic medical record in timely manner, with daily completion of notes.
- Ability to work as a team member.
- Ability to develop, organize, and oversee work programs, including monitoring budgets and funding, work schedules, contract administration, grant requirements, and progress reviews.
- Ability to exercise initiative and clinical judgment in carrying out tasks and responsibilities
- Ability to perform a thorough physical examination and operate medical instruments and equipment; effectively counsel and educate patients; and, diagnose patient conditions with skill.
- Ability to maintain case confidentiality and sensitivity.
- Ability to effectively respond to and reconcile competing interests of governmental entities, community organizations, service providers, contractors, and public representatives as they affect the planning and operation of programs.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to communicate effectively, both orally and in writing, and to make effective public presentations of technical, complex, and often controversial information.
- Ability to establish and maintain accurate records of assigned activities and operations.

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

Education and Experience

- Master's degree in nursing required, with at least two years supervisory or managerial experience desirable.

Licenses, Certificates and Other

Valid Oregon State Driver's License with an acceptable driving record. Must be currently licensed by the state of Oregon as a Psychiatric/Mental Health Nurse Practitioner and certified by the Oregon State Board of Nursing as a Psychiatric/Mental Health Nurse Practitioner with prescriptive privileges. Valid DEA license with ability to prescribe schedule II through V controlled substances required, with DATA 2000 Waiver to prescribe buprenorphine for opioid use disorder preferred.

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

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. 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, performing physical evaluations, 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, sharp objects, and communicable illnesses. Sensory requirements include color, sound, odor, texture and visual perception and discrimination as well as oral communications ability. Requires driving and travel.

Working Environments

Work is generally performed in an office environment or in the community and may include exposure to disruptive people and communicable diseases.

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.

Adopted: 8/19