

**DEPARTMENT:** NIAGARA COUNTY MENTAL HEALTH  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 31, 2023

**SENIOR REGISTERED PROFESSIONAL NURSE – MENTAL HEALTH**

**DISTINGUISHING FEATURES OF THE CLASS:** This position works as a senior member of a multi-disciplinary clinical treatment team providing a total integrated care treatment program individually tailored for persons with behavioral health needs and limited primary care needs. Incumbents serve as the lead medical and psychiatric nursing care specialists on a treatment team. This position is distinguished from other Registered Professional Nurse positions by its role as a lead as well as performing duties as a primary nursing care specialist to a caseload of mentally ill, chemically dependent or developmentally disabled clients with co-occurring physical health issues and families in an integrated care mental hygiene setting. The incumbent is recognized as the Qualified Health Professional assigned to the case and may be subject to license suspension or termination for Office of Mental Health violations. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Conducts independent mental status, assessment for need for treatment, risk and lethality assessments, diagnostic impressions and provides recommendations regarding level of care and need for hospitalization (within the jail this includes constant observation, active supervision recording, and housing);
2. Independently triages cases based on clinical need, risk and acuity for initial evaluation and for follow-up by program staff and by contractual prescribers;
3. Communicates risk factors to appropriate referring program/agencies and provides guidance and recommendation to other program nursing staff on cases;
4. Provides therapy and psycho-education to individuals regarding behavioral health and medications, consultation regarding personal coping, wellness, co-occurring disorders, safety (includes sleep, diet, exercise, conflict resolution, etc), and crisis intervention. Therapy and psycho-education may be provided in group settings;
5. May dispense and administer medications ordered by a prescriber;
6. Refers individuals as appropriate to other health services during treatment episode, monitors and coordinates services, and provides referral information for community based services upon discharge and assists other nursing staff with referrals made;
7. Responds to requests for clinical information and processes subpoenas and other informational requests under the direction of the program supervisor;
8. Coordinates care for individuals served by the Assisted Outpatient Treatment Program and individuals involved in the legal system for continuity of care;
9. Participates in the crisis on-call rotation.
10. Prepares, implements and evaluates clinical treatment plans for follow-up of identified needs, and oversees the preparation and implementation of the care plans produced by other program nursing staff;
11. Assists with and provides training of other program staff as needed;
12. Provides Clinic coverage of nursing duties and assists with creating coverage schedule when other nursing staff are off or out of the office to assure continuity of care;
13. Provides guidance, feedback, information, supervision, work assignments, and recommendations to other clinic nursing staff regarding nursing duties, treatment, and cases;
14. Provides integrated case treatment recommendations to team members and provides guidance and feedback as the lead nurse in the program;
15. Coordinates with hospitals and other facilities for emergency or planned transfer and continuity of clinical care including verbal consultation and written report; follows up on referrals received for care;
16. Works to verify medications that individuals have taken previously and follows-up in a timely fashion, coordinating with other medical staff as appropriate, to ensure continuity of care in the administration of prescribed medications;
17. Works as an integrated mental health services team member with Social Workers, Mental Hygiene Practitioners, discharge and/or transitional case managers, other nurses, physician/FNP, psychiatric staff, and the program supervisor; and actively participates in staff (clinical review) meetings;

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18. Follows audit readiness guidelines and completes charting and documentation for each face-to-face contact and each client related phone contact with collaterals and files in appropriate chart locations;
19. Completes work and statistical reports and summaries such as Daily Encounter Forms, program referrals and rosters (census), and monthly and annual reports;
20. Provides program and nursing role recommendations to clinic supervisors and assists in the revision and development of Integrated Care nursing policies and procedures;
21. Works with a computerized database or electronic record to produce reports and charting;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles, procedures, and techniques of current professional nursing practices; good knowledge of mental health, drug abuse and alcohol issues; good knowledge of co-occurring disorders; good knowledge of physical health impact and relation to behavioral health issues; good knowledge of and understanding of human behavior; working knowledge of the needs of patients and services available in a mental hygiene setting; good communication and writing skills; skill in providing clear feedback and recommendations to others; skill and comfort in functioning in a lead role; skill in the application of current nursing procedures and techniques of patient care in a mental hygiene setting; skill in the application of current mental health clinical procedures and techniques of crisis intervention and mental health care; basic computer skills; ability to model positively and appropriately in role for other staff; ability to recognize staff and program training needs and communicating with supervisors; ability to recognize the needs of patients in a mental hygiene setting; ability to provide instruction to clients and/or families regarding prevention and mental health care; ability to maintain effective working relationships in dealing with patients in a mental hygiene setting; ability to communicate effectively orally and in writing; ability to accept and utilize guidance; ability to provide guidance and feedback to other program nursing staff and team members; ability to be flexible to adapt and assist with nursing coverage program needs; ability to perform duties in accordance with the AHA Code for Professional Nurses; ability to engage persons with varied needs; sound professional judgment; tact; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation with an Associate's Degree in nursing **AND** four (4) years of paid nursing experience, two (2) years of which must have been in one of the following: a supervised behavioral health setting such as mental health, developmental disabilities, alcohol or substance abuse related services; aging services working with alzheimers and dementia; hospice type services working with depression and grief; hospital emergency department; and/or a correctional facility.

### **NOTE:**

1. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education;
2. Part-time experience will be pro-rated towards meeting the experience requirement.

### **SPECIAL REQUIREMENTS:**

License and current registration to practice as a Registered Professional Nurse in New York State at time of appointment and for the duration of employment.