

# SUMMIT POINTE JOB DESCRIPTION

<b>Job Title:</b> Registered Nurse, CSM - CCBHC	<b>Position Category:</b> Union / Non-Exempt
<b>Reports to:</b> Director of Access	<b>Grade Level:</b> 5
<b>EEO Category:</b> 2	<b>EEO Job Group:</b> 2

## **Key Responsibilities and Accountabilities:**

This position works in coordination with the medical staff to provide nursing evaluations and assessments for customers accessing services at the Certified Community Behavioral Health Clinic (CCBHC) within specified agency guidelines, and at designated locations. Evaluation, administration, and monitoring of medications as ordered by the physician. Assists the physician with medication reviews. May assist with calling in prescriptions to designated pharmacies written by Summit Pointe physicians. Assists the physicians by completing abnormal involuntary movement scales and other assessments, providing side effect education and completion of medication consents. Reviewing and signing off on health history screens. Issues of concern shall be brought to the physician's attention. Shall utilize software utilized by the organization for monitoring medication usage and trends as well as the electronic medical record. Position also shares responsibilities with Care Managers as those identified in the Medicaid Manual as Targeted Case Management and Supports Coordination. The role of Registered Nurse in case management is aimed at assisting and monitoring employment, education, social services, and other services and natural supports developed through the person-centered planning process. Services shall be provided in a responsive, coordinated, effective and efficient manner focusing on process and outcomes. Supports may be provided within customers' homes or within the community settings. Supports are provided as outlined in the individualized plan of service based on person-centered planning. Shall exercise sound, competent independent professional judgment regarding care and treatment of customers. Shall participate in programs of quality assurance or utilization review including, but not limited to, ensuring compliance with National Patient Safety Standards as outlined by the organization's accreditation guidelines. Maintains record compliance within agency requirements and standards utilizing electronic / hard copy record formats. Shall ensure compliance and participation with competency improvement activities including, but not limited to credentialing, continuing medical education (per licensure), and professional improvement practices. Demonstrates good organizational, verbal/written communication, computer, analytical and problem-solving skills. Shall be self-directed and resourceful. Participates in corporate quality improvement and problem solving activities. Maintains confidentiality and privacy within MDHHS, state and federal guidelines. Utilizes knowledge of CARF, CMS, MDHHS and Managed Care standards. Performs other duties as required.

## **Qualifications and Capabilities:** {EEO Screening Tool}

- Licensure within the State of Michigan as a Licensed Registered Nurse.
- Must obtain and maintain CPR certification.
- Two years of experience within a medical setting, behavioral healthcare setting preferred. Experience working with children also preferred.
- Specialized training, skills, and abilities: Lived experiences with behavioral health issues are desired.
- One year of computer experience – Word, Excel, and electronic medical record preferred.

## **Essential Functions:**

This position will be knowledgeable about and actively support: 1) culturally competent, recovery based practices; 2) person-centered planning as a shared decision making process with the individual, who defines his or her own life goals and is assisted in developing a unique path toward those goals; and 3) a trauma informed culture to aid individuals in their recovery process.

## **Trauma Informed System of Care:**

A trauma-informed approach to service delivery emphasizes physical and emotional safety, choice, empowerment, and trustworthiness for customers. The impact of trauma is broad and touches many life domains. Participation is mandatory for activities required for Summit Pointe to become a “Trauma Informed System of Care.”

**Physical Environment/Work Conditions:**

- Professional office environment that generates noise from computer equipment/peripherals.
- Possible exposure to health risks (violence and infectious diseases).
- Sometimes lifts, carries, or moves objects up to 25 lbs.
- May be required to work variable hours/shifts.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_