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| **LA CHEIM SCHOOL, INC.**  **Job Description** | | |
| **Job Title:** | **Psychiatric Nurse Practitioner** | |
| **Work Location:** | **Schools (El Sobrante and Concord) and STRTP** | |
| **Division/Department: Schools and STRTP** | | |
| **Reports to:** | **Clinical Director** | |
| □ **Full-time**  X **Part-time ON CALL, M-F, 8 AM – 5 PM** | | **X Exempt**  □ **Nonexempt** |
| ***Position Summary:***  As a member of a multidisciplinary team, the Psychiatric Nurse Practitioner is responsible for the psychiatric assessment, diagnosis, and treatment of children and adolescents in La Cheim’s Schools, and STRTP. The Psychiatric Nurse Practitioner is responsible for providing quality, comprehensive, individualized, strengths-based, trauma-informed and culturally competent psychiatric treatment and medication management in the School and STRTP setting. | | |
| ***Summary of Responsibilities:***   * Conduct psychiatric assessments and provide diagnoses using the DSM-V-TR; * Ability to prescribe psychotropic medications as needed, provide associated client education, monitor efficacy, monitor medication side effects, and perform laboratory monitoring in accordance with recommended guidelines; * Ability to work independently and collaboratively with a multi-disciplinary team to perform clinical assessments and develop treatment plans; * Knowledge of the mental health system for child/adolescent Medi-Cal recipients and foster youth; * Proficiency in use of electronic health record system and ability to document timely services in accordance with Medi-Cal requirements; * Participate in organizational staff and team meetings to assess client status and progress, to coordinate treatment activities, and to develop treatment solutions; * Participate in treatment planning meetings and Child and Family Team Meetings as required; * In-depth knowledge of needs of youth who have histories of trauma and/or are in out of home placement; * Adheres to AMA policies and maintains HIPPA Privacy Laws; * Ability to do client intake assessments, client screening, and client medication assessment; * Must be able to work with independence within California laws under direction of supervising physician; * Works with clinical support team on a daily basis; * Educates clients regarding their presenting condition, treatments, related drug and treatment side effects and hazards; * Excellent organization, problem solving, communication, presentation and decision making skills; * Demonstrates compassion and professionalism and a commitment to excellent patient care; and * Provide training as required to School and STRTP staff. * Other duties may be required as La Cheim continues its development. Employees are expected to be flexible and responsive to changes in the scope of duties   ***Positions Supervised:***   * Psychiatric Nurse Practitioner Intern (if applicable) | | |



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| ***Qualifications:***   * Successful completion of a Psychiatric Mental Health Nurse Practitioner specialty program accredited by the Board of Registered Nursing; * Board Certification by ANCC as a Psychiatric Mental Health Nurse Practitioner, or board eligible and certified within 6 months of employment; * Current, unrestricted California Registered Nurse, Nurse Practitioner, and Nurse Practitioner Furnishing licenses; * Eligible for Drug Enforcement Administration (DEA) Controlled Substance Registration Certificate for Schedule II-V controlled substances; * Active BLS for Healthcare Providers certification; * Clearances of TB test, physical exam, FBI and DOJ, and other mandatory State/Federal requirements. * Valid California Driver’s License and current Automotive Insurance; * Strong clinical skills and experience providing integrated treatment to youth with mental health diagnoses; * Excellent knowledge of psycho pharmacological medications – stays current with applicable laws and regulations including medications; * Knowledgeable about the needs of the population of individuals served by the program; * Demonstrated ability to effectively and sensitively provide care to people from different cultural groups, life experiences, ages, and sexual orientations in a multicultural environment; and * Excellent communication skills, note/chart/record keeping, excellent writing skills. |
| ***Physical Requirements:***  **T*he following is the extent of the specific activity required for this position*:**   * *Stairs – climbing stairs up to 50-100 – up to 2-4 hours, not continuously* * *Sitting – up to 2 hours, not continuously; standing – up to 4 hours, not continuously* * *Walking – up to 2 hours, not continuously; bending over – up to 1 hour, not continuously* * *Crawling – up to 0 hours; climbing – up to 0 hours, reaching overhead – up to a few minutes* * *Crouching – up to ½ hour, not continuously; kneeling – up to a few minutes* * *Balancing – up to 0 hours; pushing or pulling – up to a few minutes* * *Lifting or carrying – 25 pounds or less; repetitive use of feet – up to 0 hours* * *Repetitive use of hands – up to 3 hours* * *Use of feet/standing – up to 6 hours* * *Grasping – with one or both, simple and firm, for up to 1 hour, not continuously* * *Fine dexterity - either hand up to 1 hour, not continuously Auditory and visual acuity – 8 hours within normal limits and may be with glasses, contact lenses or hearing aids.* * *Driving cars and vans; Exposure to uneven concrete and blacktop* * *Exposure to normal dust, heat, and noise* * *Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management.* * *Frequent exposure to office equipment* |
| ***Equal Opportunity Employer***  La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area, and will not discriminate against applicants, employees, or unpaid veterans. We encourage and actively recruit applicants representing diversity of race, color, age, sex, race, religion, national origin, sex/gender expression and physical ability. |
| **Print Employee Name:** |
| **Employee Signature**: **Date:** |