RECRUITMENT ANNOUNCEMENT
Wasatch Behavioral Health
Provo, UT
Phone: (801) 852-4714
www.wasatch.org

Posting Date: 06/24/2020  Closing Date: 07/01/2020

Full Time Registered Nurse
Intensive Residential Treatment
Provo, UT
PCN#: RN22

Excellent Benefits Package Including:
- Public Employee Health Plan Medical and Dental Insurance
- Employer Provided Health Savings Account Contributions (high deductible plan)
- Utah Retirement Systems Retirement (pension & 401K options)
- 401K or 457 Savings Account with 3.5% Company Match
- 156 Hours Annually of Paid Leave Accrual
- 52 Hours Annually of Catastrophic Sick Leave Accrual
- 11 Paid Holidays Annually
- Company Paid Life, Short & Long Term Disability Insurance
- Vision Benefits Plan
- Annual Merit Pay Increases

Registered Nurse Starting Pay Range: $21.86 – $29.66 Hourly
*Starting pay may vary based upon directly related job experience

Licensed Practical Nurse Starting Pay Range: $16.96 – $21.47 Hourly
*Starting pay may vary based upon directly related job experience

Schedule and Hours: Varies to Equal 40 hours/week

Registered Nurse Minimum Qualifications: Graduation from an accredited college with an associate degree in a nursing or a medical program; AND must be licensed as a registered nurse in the state of Utah. Preference will be given to those who have experience in the field of mental health.

ADDITIONAL REQUIREMENTS: You must include a copy of your state license and diploma with your application as required for position. Employment at Wasatch Mental Health is contingent on successful completion of a drug screen, motor vehicle record review and criminal background check. This position requires a National Provider Identifier (NPI) as outlined by Medicaid and Medicare and application must be completed prior to start of employment. After hire you must complete and receive a Criminal Background Clearance (BCI) from Utah State Office of Licensing.

Please go to www.wasatch.org. Complete and submit WMH application on-line. (Please note: Resumes will not be accepted without a completed WMH application.)
GENERAL PURPOSE:
Performs a variety of entry level professional medical duties as needed to assist medical and clinical staff in treatment, care and evaluation of persons needing mental health attention. Coordinates nursing services for Wasatch Behavioral Health’s Substance Use Division.

SUPERVISION RECEIVED:
Works under general supervision of Program Manager and Medical Director.

SUPERVISION EXERCISED:
No direct supervisory responsibilities but is expected to serve as a coach and mentor for others in the department.

ESSENTIAL FUNCTIONS: (Performs some or all of The Following)
Coordinates and monitors medical needs and services for Foothill Residential clients including conducting nursing assessments, screening for infectious diseases, overseeing the monitoring of client vital signs and administration of medication, providing health education and Recovery Plus to residential clients, completing applicable assessments, forms, statistics, logs, and reports, documenting services provided in the electronic health records system within twenty-four hours, and responding to client health emergencies as required by administration.

Provides case management for client’s healthcare needs; maintains medical charts and records; coordinates care with primary and secondary physicians as well as with other programs, related stated, federal, and local agencies and/or other Wasatch Behavioral Health departments; coordinates specialty and multi-disciplinary care.

Provides input for performance appraisals and staffing decisions; assists in assigning and evaluating work; ensures adequate training of staff including weekly in-service training;

Monitors and administers medications for patients, provides patient/client education regarding medications and importance of treatment compliance; refers programs for clients needing life-coping skills; monitors effect of medication to recognizes adverse reactions.

Coordinates with client/guardian, prescriber and school when an Authorization for Student Medication is required; coordinates with client/guardian, prescriber, pharmacy and health insurance company when a prior authorization is required; accurately communicates messages from client/guardian to prescriber; accurately communicates directions from prescriber to client/guardian.

Participates on agency’s quality assurance team and the admission committee; monitors clinical records and standards to assure compliance with state regulations.

 Performs other related duties as required.

MINIMUM QUALIFICATIONS
1. Education and Experience:
   A. Graduation from an accredited college with an associate degree in a nursing or a medical program; AND
   B. No experience is necessary, but preference will be given for experience in the field of mental health;
2. Required Knowledge, Skills, and Abilities:
Basic knowledge of supervisory techniques and of Personnel Rules and Regulations. Considerable knowledge of nursing theory, assessment, intervention techniques, of psychological and sociological conditions and issues related to human development and substance abuse, as well as knowledge of the department of Drug and Alcohol Prevention and Treatment nursing function and related policies and procedures.

Ability to communicate verbally and in writing. Skilled in reading, writing, grammar, basic math, and using a computer and basic software applications. Skilled in nursing procedures including first aide, CPR, injections, venipuncture and use of health screening equipment. Presentation skills and ability to interact cooperatively and professionally with clients, physicians, healthcare providers. Ability to keep organized and accurate records of clients, cases, and events. Ability to effectively lead and train others and evaluate job performance.

3. Special Qualifications:

Must be licensed as a registered nurse in the State of Utah.

4. Work Environment:

Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching, hearing, talking and seeing essential to successful completion of typical duties. Common eye, hand, finger dexterity must exist. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing mental health services.
Wasatch Mental Health
JOB CLASSIFICATION & SPECIFICATIONS

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Licensed Practical Nurse</th>
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<td>DEPARTMENT:</td>
<td>Center-wide</td>
<td>EFFECTIVE DATE: 12/2016</td>
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<td>DIVISION:</td>
<td>Center-wide</td>
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GENERAL PURPOSE:

Performs a variety of **entry level professional and complex technical duties** as needed to assist medical and clinical staff in medication management, treatment, care and evaluation of persons needing mental health attention.

SUPERVISION RECEIVED:

Works under general.

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS

Provides medication management for the psychiatric client under the direction of the registered nurse.

Charts and records pertinent information; responsible for taking medication refill requests from clients and following through to see medication is authorized to be refilled and charted properly.

Prepares and maintains medication records for client charts; reviews and records laboratory tests; reviews test results, interprets and receives physician direction; maintains medication supplies; orders medication as needed.

Assess and reports emergency and crisis situations to RN or Medical Doctor; notifies RN of any changes in client, reporting any condition which may change treatment ordered by a Doctor.

Assists in keeping medication room environment clean, safe and hazard-free, ordering supplies as requested.

Participates as a team member in the clinical activities of a facility, attending staff meetings; assists in crisis intervention when needed and prevention activities; receives and assesses crisis calls for placement to proper staff.

Provides general health and nursing care to clients; provides instruction in life-skills and hygiene; healthy sexuality group(s).

Supervises clients in chore assignments daily to teach responsibility and work ethics; assists in teaching social skills.

Provides case management assistance by coordinating, scheduling, linking and transporting clients to doctors, hospitals, dentists, etc.; assists with follow-up with case managers and family members.

May be assigned specific clients to coach in behavioral modification programs.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:
A. Graduation from an accredited nursing program with certification as a Licensed Practical Nurse;

   AND

B. No experience necessary;

2. Required Knowledge, Skills, and Abilities:

   Some knowledge of psychiatric diagnoses, treatment and of psychotropic medications; safety procedures related to medication administration; side effects of various medications; client counseling processes, techniques, and methods; mental health care facility programs and procedures.

   Ability to express observations both in oral and written terms; exercise judgment in amount and kind of information passed on to other personnel; give and receive accurate reports of client status; make accurate notations and changes in client charts and communicate the same to supervisor and other personnel; recognize toxic, allergic reactions and drug interaction; perform under adverse crisis situations; develop and maintain effective working relationships with program monitors, professionals, administrators, the public and co-workers.

3. Special Qualifications:

   Must be a Licensed Practical Nurse in the State of Utah.

4. Work Environment:

   Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching, hearing, talking and seeing essential to successful completion of typical duties. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing mental health services.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _______________________________ have reviewed the above job description. Date: ____________________

(Employee)