

**EMCMHC  
Job Description**

**CLASS TITLE:** Nurse Practitioner **FLSA:**

**DEPARTMENT:** Clinical Services

**ACCOUNTABLE TO:** Executive Director

**PRIMARY OBJECTIVE OF POSITION:** Under general direction conducts Psychotropic medication evaluation and monitoring and consults with other mental health providers and chemical dependency staff regarding medication management. Work varies requiring individual judgment within clearly defined professional standards.

**ESSENTIAL JOB FUNCTIONS:**

- Physical requirements are limited and may include prolonged sitting, walking, and lifting up to 20#’s (greater with assistance);
- Traveling is required where exposure to inclement weather of heat, cold, rain and snow may occur;
- Must be able to get in and out of a vehicle;
- Must possess License as an RN, APRN, or NP-C endorsed with prescription authority and National Board Certification in respective discipline within four (4) months of employment;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain certification throughout employment;
- Must possess DEA Registration within one (1) year of Licensure; and
- Must possess a valid Montana Operator’s License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Performs medication management and monitoring of group home residents and day treatment participants, unless they have another provider;
- Participates in providing 24 hour crisis intervention as needed;
- Upon request, consults with community agencies and may provide court testimony;
- Consults with EMCMHC staff on an as needed basis;
- Consults and cooperates with area health care providers in developing treatment plans for inpatient or outpatient referrals and clients;
- May perform mental health assessments and may utilize Mental Health Center diagnosis;
- When appropriate, refers clients to a physician or other health care provider;

**CLASS TITLE: Nurse Practitioner (continued)**

- Maintains regular contact with EMCMHC Medical Director for medication consults and peer reviews;
- Maintains secure drug sample room with provisions for tracking of samples and disposes any outdated medications;
- Participates in fulfilling any contracted consultation and evaluation with area Hospitals or Clinics;
- Will assist and assign responsibilities to program support staff including group home staff, case managers, and day treatment staff;
- Provides in service programs to agencies and organizations upon request as deemed appropriate as time allows; and
- Performs other duties and responsibilities as may be directed.

**SUPERVISION – RESPONSIBLE FOR WORK OF OTHERS:** None

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Must possess a Master's Degree in Nursing and Licensed as any RN, APRN, CNS, or NP-C endorsed with Prescription authority;
- Must be National Board Certified in the respective discipline within four (4) months of employment and possess DEA Registration within one (1) month of Licensure;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain certification throughout employment;
- Maintain CEU requirements of Licenses and Certifications throughout employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Maintains contacts with Pharmacology representatives;
- Maintains regular attendance at staff meetings, peer reviews, and regional staff meetings; and
- Attends professional conferences and workshops as determined by your Professional Development Plan;

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

09-11-2014