

# EMCMHC

## Job Description

**CLASS TITLE:** Nurse **FLSA: Non-Exempt**  
**DEPARTMENT:** MACT Team **Salary Range: \$24-\$34/hr**  
**ACCOUNTABLE TO:** MACT Team Lead

**PRIMARY OBJECTIVE OF POSITION:** This member of the MACT multidisciplinary team is responsible for conducting assessments of client needs in the area of psychiatric and physical health and making appropriate referrals in the community to other health care providers. Provide management and administration of medication in conjunction with the prescriber. Provide a range of treatment, rehabilitation, and support services and sharing shift management responsibility with other staff. On-call rotation for Crisis Stabilization. Would consider contractual employment agreement.

### ESSENTIAL JOB FUNCTIONS:

- Provide treatment, rehabilitation, and support services for an assigned group of clients. This will include but may not be limited to assisting the client with many areas of the client's life such as activities of daily living, relationships and social life, substance use and abuse, housing, assuring basic needs are met, linking client to community resources, helping client navigate legal issues. Provide benefits counseling (e.g., Supplemental Security Income [SSI]. Veterans' benefits); requires commitment to the right and ability of each person with a severe and disabling mental illness
- Provide practical help and support, advocacy, coordination, side by side individual support, problem solving, direct assistance, training, and supervision to help clients obtain the necessities of daily living including medical and dental health care; legal and advocacy services; financial support such as entitlements (e.g., SSI, SSDI, and veterans' benefits) or housing subsidies (e.g., HUD Section 8); supported housing (e.g., adult foster care, paid roommates, meals brought in for those who need it); money management services (e.g., payee ships); and transportation.
- Involvement in the assessment and treatment planning process. Will assume primary responsibility in treatment planning process for clients that are assigned as case management. Will assume a secondary role in the treatment planning process in the role of the MACT nurse and will be responsible for carrying out duties of the nurse in certain areas of the treatment plan. Will assure that assessment is completed for clients.
- Perform shift management in coordination with MACT Team leader and APRN/Psychiatrist.
- Provide on call crisis intervention covering rotating nighttime and weekend hours
- Document client progress to maintain records of the client activity according to established methods and procedures and maintain client and employee confidentiality

- Participate in daily staff meetings, treatment planning reviews, and other meeting that may be scheduled by Team Leader.
- Under the direction of the team APRN and in collaboration with other MACT nurses develop, revise, maintain, and supervise team psychopharmacologic and medical treatment and medications policies and procedures including transcribing, administering, evaluating, and recording psychotropic medications prescribed by the team prescriber. Will collaborate with other nurses on the team to organize and manage the system of getting medication to the clients and assuring this is completed in a timely fashion. Manage pharmaceuticals and medical supplies.
- Assist in scheduling and coordinating client care as it relates to the physical health of all clients on the MACT team.
- Collaborate with other providers on the MACT team to assure the clients are working toward goals that are stated on treatment plan.
- Additional duties as assigned

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

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

- Master’s, Bachelor’s or Associate’s degree in nursing, must be licensed as a LPN or RN
- One year of work experience in an inpatient or outpatient psychiatric setting
- Completion of CPI (Crisis Prevention Intervention), CPR, and First Aid training provided.
- Ability to pass background check and driver’s license check upon offer of employment.
- Provide proof of auto liability insurance coverage per EMCMHC’s policies.
- Montana Driver’s License with good driving record - required to transport clients while on work duty
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Is required to handle confidential information, must be trustworthy, and responsible for keeping confidential information safe; and
- Performs all other duties as assigned by the MACT Team Lead.

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