

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Behavioral Health Programs
Job Description

Date: December 2018

Salary Grade: 20-22

Exposure Determination Category: 1

Chart: 2 Exempt

Job Title: RN – Behavioral Health Medication Management/Hepatitis C

Reports To: Advanced Practice Registered Nurse- Behavioral Health Medication Assisted Treatment Supervisor

Major Duties:

1. Assists the Behavioral Healthcare Provider in the coordination of Medication Management for Behavioral Health patients;
2. Assists in the Medication Assisted Treatment program as ordered by provider.
3. Coordinates care for Hepatitis C patients;
4. Provides Adherence Counseling for Behavioral Health Medication Management and Hepatitis C patients;
5. Provides Care Management for Behavioral Health Medication Management patients and Hepatitis C patients;
6. Administers medications according to the provider's written and verbal orders;
7. Maintains a current, accurate inventory of all Behavioral Health medications;
8. Assists patients with completing appropriate applications for eligibility of patient assistance medication programs;
9. Coordinates and monitors the need for reordering medications from patient assistance medication programs;
10. Monitors inventory and orders supplies for Medication Management services as needed;
11. Provides and documents education to patients and caregivers about psychotropic medications, Hepatitis C medications, and related medications;
12. Acts as a liaison between internal staff and external health care services (i.e. Referrals, Intensive Outpatient Therapy etc.) in the coordination and care of patients.
13. Completes all documentation in an accurate and timely manner;
14. Effectively communicates while interacting with patients, patient families and staff;
15. Develop and oversee Quality Improvement efforts;
16. Prepare and submit program reports as requested;
17. Maintain high level of confidentiality with patients;
18. Maintains continuing education requirements;
19. Assists with PMDP, medication assisted treatment and medication management programs as requested;
20. Other duties as assigned.

Working Conditions:

- Clinic environment 90%, 10% training, meetings, and community interaction.
- Well-lit, temperature-controlled clinical setting, with standard medical and office equipment available.
- Must be able to work irregular hours, some weekends and evenings and out of town training.
- The noise level in the work environment is above average.

Physical Requirements:

- Ability to frequently bend, stoop, twist, stand and walk.
- Manual dexterity sufficient to operate office and medical equipment.
- Must regularly talk, hear and have close vision ability to record and communicate appropriate documents and records.
- Occasionally lifting and carrying up to 25 pounds.
- Physically able to reposition patients and lift arms above shoulder level.

Minimum Qualifications:

Grade: 20

1. RN license for the state of Nebraska.
2. Five years RN nursing experience or two years behavioral health nursing experience
3. Current CPR certification.
4. Valid Nebraska driver's license with good driving record and insured vehicle.

Grade: 21

1. Must meet minimum qualifications above;
2. Eight years RN nursing experience or four behavioral health nursing experience;

Grade: 22

1. Must meet minimum qualifications above;
2. Ten years RN nursing experience or six years behavioral health nursing experience;