



Job Title:	Nurse – ACT Team	Position #:	MS-
Job Family:	Medical Services	FLSA Classification:	Non-exempt/Hourly
Reporting Supervisor:	Program Director, Director of Nursing and Psychiatry	Salary Level/Range:	

JOB DESCRIPTION

JOB SUMMARY: The Nurse for the ACT Team utilizes clinical expertise with case management skills for the Assertive Community Treatment (ACT) Team in a fast-paced, non-traditional setting using evidence-based, treatment approach that improves outcomes for people living with severe and persistent mental illness (SPMI). The ACT Team is a multi-disciplinary team that works to address all treatment needs including: crisis management, substance-use treatment, medication management, physical health treatment, mental health treatment, accessing benefits and entitlements, and accessing appropriate and affordable housing, and the Nurse position, in particular, will provide assistance to BestCare’s psychiatrists including provision of medication management, taking patient vitals, maintenance of pharmacy/medical supplies, coordination of care with primary care providers for our mental health clientele, and advocacy for excellent patient care within BestCare’s outpatient facility.

ESSENTIAL FUNCTIONS:

1. Works closely as part of a multi-disciplinary team to provide excellent patient care with improved outcomes for clients;
2. Conducts comprehensive assessment of physical health and dental health; nutrition; use of drugs or alcohol;
3. Under the direction of the team psychiatrist, develops, revises, maintains, and supervises psychopharmacologic and medical treatments and medication policies and procedures including transcribing, administering, evaluating, and recording psychotropic medications prescribed by team psychiatrist; evaluates and charts psychotropic medication effectiveness, complications and side effects; and arranges for required lab work according to protocol;
4. Organizes and manages the system of getting medication to clients and integrating medication administration tightly into clients’ individual treatment plans;
5. Manages pharmaceutical and medical supplies;
6. Coordinates, schedules, and administers medical assessments of client physical health, making appropriate referrals to community physicians for further assessment and treatment, and coordinates psychiatric treatment with medical treatment. Accompanies ACT participants to medical appointments as appropriate;
7. Consults with community agencies and families to maintain coordination in the treatment process;
8. Documents client progress in electronic health record (EHR) system to maintain a pertinent record of client activity according to established methods and procedures;
9. Participates in daily staff organizational meetings and treatment planning review meetings;
10. Takes a lead role or participates in providing medication administration and medical services;
11. Assists ACT participants in taking medications successfully on their own using behavior-tailoring techniques, coaching, reminders, and other strategies. Provides symptom education to enable clients to identify their mental illness symptoms;

12. Provides wellness education including but not limited to education about physical health conditions, medication and side effects, nutrition, etc.;
13. Travel in Prineville and Crook County to meet, treat, or escort ACT participants to medical appointments as appropriate;
14. Other related duties as assigned.

ORGANIZATIONAL RESPONSIBILITIES:

1. Performs work in alignment with the BestCare's mission, vision, values;
2. Supports the organization's commitment to diversity, equity, and inclusion by fostering a culture of open-mindedness, cultural awareness, compassion, and respect for all individuals;
3. Strives to meet Program/Department goals and supports the organization's strategic goals;
4. Adheres to the organization's Code of Conduct, Business Ethics, Employee Handbook, and all other relevant policies, procedures, and other compliance needs;
5. Understands and maintains professionalism and confidentiality per HIPAA, 42 CFR, and Oregon Statutes;
6. Attends required program/staff meetings and completes assigned training timely and satisfactorily;
7. Ensures that any required certifications and/or licenses are kept current and renewed timely;
8. Works independently as well as participates as a positive, collaborative team member;
9. Performs other organizational duties as needed.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE REQUIREMENTS:

- Associate's Degree in Nursing (RN or LPN) plus experience working with mental illness and/or substance abuse disorders, and/or community health services
- For individuals recovering from the disease of addiction, must have maintained continuous sobriety for the previous two years at the time of hire

LICENSES AND CERTIFICATIONS:

- Register Nurse (RN) or Licensed Practical Nurse (LPN)
- Must maintain a valid Oregon Driver License or obtain one upon hire, have a reliable vehicle with adequate insurance coverage, and be insurable under the organization's auto liability coverage policy

PREFERRED:

- Registered Nurse (RN) preferred
- Experience working with diverse, multi-cultural communities preferred
- Bilingual in English/Spanish strongly preferred

REQUIRED COMPETENCIES: Must have demonstrated competency or ability to attain competency for each of the following within a reasonable period:

- Strong client engagement skills
- High level of ability and comfort providing extensive outreach and community-based nursing care in a multitude of settings

- Proven success in collaborating with co-workers and a multi-disciplinary team to provide and advocate for excellent patient care
- Proficiency in MS Office 365 (Word, Excel, Outlook), EHR systems, databases, virtual meeting platforms, internet, and ability to learn new or updated software
- Strong interpersonal and customer service skills, and demonstrated compassion towards individuals with mental illness and substance abuse disorders
- Strong communication skills (oral and written)
- Strong organizational skills and attention to detail, accuracy, and follow-through
- Excellent time management skills with a proven ability to meet deadlines
- Critical thinking skills
- Ability to maintain strict confidence as required by HIPAA, 42 CFR, and Oregon Statutes
- Ability to build and maintain positive, collaborative relationships
- Ability to function well and use good judgment in a high-paced and at times stressful environment
- Ability to manage conflict resolution and anger/fear/hostility/violence of others appropriately and effectively
- Ability to work effectively and respectfully in a diverse, multi-cultural environment
- Ability to work independently as well as participating as a positive, collaborative team member

TOOLS AND EQUIPMENT USED: Standard office equipment including computer/laptop, copy/fax/scanning machine, printer, telephone, or multi-line phone; Medical equipment including blood pressure cuff (digital and manual), pulse oximeter, digital thermometer, glucometers, venipuncture equipment, AED, stethoscope, gait belt, and oxygen tanks and tubing, etc.

WORK ENVIRONMENT/PHYSICAL DEMANDS: The work environment is respectful, multi-cultural and inclusive, and the characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires the employee to dress in a manner that meets the standards for professional attire at Best Care or per department-or job-specific requirements (See Dress Code Policy in Employee Handbook). Other conditions/demands include:

- Primarily indoors (95%)
- Must wear required Personal Protective Equipment (PPE)
- Must wear attire as prescribed for staff working in Medical Services
- Frequently sits at a desk, stands, walks, bends/stoops, reaches above/below shoulders, uses arms, wrists, hands, and grasps/squeezes
- Occasionally twists, crouches/squats
- Must be able to perform repetitive tasks/motions, have good manual dexterity
- Must be able to lift/carry up to 20 lbs. frequently and push/pull 21-75 pounds occasionally
- Must be able to hear alarms/telephone/audio/normal speaking voice
- Must have clarity of vision: Near (<20"); Mid (>20" to < 20'); Far (> 20')
- Must be able to drive motor vehicle to perform job
- May be exposed to communicable disease

ACKNOWLEDGEMENT:

I have received, reviewed, and accept the above job description and understand that this does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the business needs for the employer and requirements of the job change.

Employee Name (Print):		Date:	
Employee Signature:			