



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**Psychiatric Nurse  
\$26.11 per hour**

**Full benefits package including NYS Retirement**

**RESIDENCY:** Seneca County's residency requirement of residency in Seneca County or contiguous county for 30 days has been waived for this position. Candidates must be legal residents of New York State at time of application.

Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of application and are residents of such municipality at the time of appointment.

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

### MINIMUM QUALIFICATIONS:

Possession of a license to practice as a Registered Professional Nurse in New York State and either:

- A. Possession of a license to practice as a Registered Professional Nurse in New York State and a Bachelor's Degree in Nursing and at least four (4) years of professional experience which must have been in Mental Health or Psychiatric Nursing providing direct serves to psychiatric patients; OR
- B. Licensure as a Registered Professional Nurse in New York State with four (4) years of professional experience in a psychiatric setting.

Please apply online at <https://seneca-portal.mycivilservice.com/jobops>

Applications Accepted  
6/14/18 or  
Until Position Is Filled

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position involving responsibility for providing skilled psychiatric nursing care for clinic patients to aid in prevention, treatment and rehabilitation of mental illness. Incumbents perform the full range of psychiatric nursing duties. Work assignments require a thorough knowledge of mental health practices and procedures, laws and regulations and the ability to work independently. The work is performed under the general supervision of the Program Director of Clinical Services. Candidate will perform related work as required.

## **TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Management of Medication only caseload:

- Face to Face treatment planning with clients;
- Counseling and education services as needed;

Attendance at required treatment and team meetings;

Health Screening and Health Monitoring Services including but not limited to:

- Full review of medical history;
- Ongoing patient education on topics such as medication management, diet and nutrition and disease management;
- Urine screening;
- Vital monitoring;
- Ongoing coordination of care with physical health entities to include but not limited to ongoing correspondence, accessing medical records, sharing information on treatment updates;
- Referrals for medical services as needed including but not limited to ensuring clients are connected to primary health care services;
- Diabetes monitoring including coordination or yearly recommended screenings and coordination with internal medical staff to ensure compliance.

Management of medication line;

Completion of medication preauthorization for prescribers;

Assist medical staff as requested on a daily basis including but not limited to:

- Management and triage of patient calls to prescribers. Nurse will serve as the point of contact for client calls for the prescribers;
- Management of pharmacy calls;
- Performs pre-visit checks and monitors clients between prescriber visits on an as needed basis;
- Assists in coverage when schedule changes occur and manages cancellations to maximize MD time;
- Assists prescribers in management of major and minor psychotropic medications, their dosages, physical and psychological actions and possible side effects and adverse reactions;
- Completion of drug screens as needed.

Adjusts schedules and case assignments as necessary in emergency or potential crisis situations, especially as related to medications;

Participates in a multi-disciplinary team in creating and carrying out client treatment plans;

Stays alert to potential poly-pharmacy issues;

Acts independently in a psychiatric or medical emergency or crisis (particularly after hours);  
Handles incidents and accident reports and intervention as necessary;  
Other duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Knowledge of psychiatric medications (adult, child and youth, geriatric); knowledge of verbal counseling and drug interactions; knowledge of psychiatric diagnosis and intervention techniques; knowledge of health monitoring and care coordination practices. Physical condition commensurate with the demands of the position.

If you are unable to apply on-line:

Applications May Be Obtained From And Returned To:  
Seneca County Personnel Office,  
1 Di Pronio Drive, Waterloo, NY 13165

Posting Date: May 29, 2018