

# COOS COUNTY JOB ANNOUNCEMENT

## ADULT/CHILD PSYCHIATRIC SERVICES COORDINATOR #73 PSYCHIATRIC NURSE PRACTITIONER

\$6,448.00 – \$8,215.00 per month

**DEPARTMENT:** MENTAL HEALTH

**GENERAL STATEMENT OF DUTIES:** Please refer to the attached position description.

**APPLICATION PROCEDURE:** Coos County application **REQUIRED**.

**Apply to:** Coos County Human Resources Department  
Courthouse  
250 N. Baxter  
Coquille, OR 97423

**CLOSING DATE:** Open Until Filled

**\*\* Equal Opportunity Employer \*\***

**Posted:** Courthouse North Bend Annex  
Oregonian Employment Division  
County Website ([www.co.coos.or.us](http://www.co.coos.or.us))  
Craigs List

**NOTE:** Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 250 N. Baxter, Coquille, OR  
97423. (541) 396-3121, ext. 316

1.	Classification Title: Adult/Child Psychiatric Services Coordinator – position #73
2.	Working Title: Same
3.	Department: Mental Health
4.	Position Is:    Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other    _____ Excluded from Bargaining Unit?    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Eligible for Overtime?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.	What is the purpose of this position? To provide medication prescribing and medication supervision of CCMHD consumers and to effectively facilitate and coordinate medical services between CCMHD, the Crisis Resolution Center (CRC) and/or the local children's crisis bed facility (CCB).
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <ol style="list-style-type: none"> <li>1. Provides medication monitoring; prescribing, administering, monitoring of psychotropic medications including ordering laboratory tests and interpreting results for consumers of CCMHD and for Coos County residents in the Crisis Resolution Center and the CCB.</li> <li>2. Participates in meetings between CCMHD, CRC and/or, CCB and staff and makes recommendations to establish procedures to ensure effective coordination of medical care for shared consumers.</li> <li>3. Provides medical oversight of Coos County residents admitted to CRC and/or CCB.</li> <li>4. Provides consultation with Primary Care Physicians, alcohol and drug treatment providers regarding shared clients. Facilitates effective integration of physical and mental health.</li> <li>5. Assures clinical records meet Federal, State, Regional and local statutes and rules as well as departmental policies and procedures.</li> <li>6. Recommends hiring, Performance Evaluations, merit increases for nursing staff, Medication Case Managers.</li> <li>7. Maintains Quality Assurance and productivity standards for program as per Department, Region and State requirements.</li> <li>8. Assists Director and Clinical Director in the development of medical program policies and procedures, medical program development.</li> <li>9. Identifies program service needs and initiates service development and delivery to community.</li> <li>10. Provides clinical consultation and training to CCMHD clinical staff and to CRC staff.</li> <li>11. Completes diagnostic evaluations; psychiatric assessments, mental status exams on assigned clients.</li> <li>12. Works effectively with Case Managers on discharge planning for patients who are discharging from acute care, CRC or CCB.</li> <li>13. Other duties as assigned.</li> </ol>
7.	List the minor duties assigned to this position. <ol style="list-style-type: none"> <li>1. Monitors laboratory work, provide necessary follow-up.</li> <li>2. Assists in grant writing, completes reports required by State, Region or County.</li> </ol>

8. Working conditions of position.  
Office setting, does require traveling between various program sites.

9. List required special skills, licenses, certificates, etc.  
Licensed by the State of Oregon as Psychiatric Mental Health Nurse Practitioner  
Possesses prescriptive privileges in the State of Oregon

10. Is operation of motor vehicle required?                      Yes    XXπ    No    π

11. List equipment, tools, machines used in performance of duties.  
Computer skills, dictation device, copy machine, telephone, fax machine