

Berks Counseling Center – Job Description

Position Title:	CERTIFIED REGISTERED NURSE PRACTITIONER		
Department:	MEDICAL	FLSA Status:	CONTRACTOR
Accountability:	CLINICAL DIRECTOR – Administrative Supervisor MEDICAL DIRECTOR – Clinical Supervision	Status:	PART-TIME
Primary Location:	BCC	Creation/Revision Date:	DEC 2017/SEPT 2018

General Summary

Assists with all aspects of patient care, including diagnosis, treatments and consultations. Must work collaboratively with the medical staff to ensure that comprehensive psychiatric and medical treatment goals for each client are addressed.

Minimum Qualifications

Certified Registered Nurse Practitioner licensure in the state of Pennsylvania required. DEA Certification required. At least one (1) year experience working with behavioral health populations. Experience in working with low income, diverse populations including persons impacted upon by mental illness and/or addictions preferred. Experienced with the care and management of chronic health conditions preferred. Bi-lingual: English/Spanish preferred.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Knowledge, Skills, and Abilities

- Knowledge of BCC services, policies, and procedures.
 - Knowledge of Microsoft Office and Microsoft Outlook.
 - Knowledge of Electronic Health Records
 - Skill in providing thorough and accurate documentation.
 - Skill in analyzing information to determine best treatment plan for clients.
 - Skill in managing competing priorities.
 - Skill in problem solving and conflict resolution including identification of the problem or conflict.
 - Skill in oral and written communication.
 - Ability to work collaboratively as part of a multidisciplinary team in meeting the integrated physical and behavioral health and wellness needs of the persons served.
 - Ability to support the health care and wellness needs of low income high risk populations and have the ability to provide culturally competent care to diverse populations.
 - Ability to provide compassionate, patient-centered care supportive of the patient's own goals and motivated toward positive health outcomes.
 - Ability to be organized, dedicated, and innovative.
 - Ability to demonstrate flexibility, adaptability, and creativity.
-

Essential Job Functions

1. Provide quality primary and preventative care for population base of persons with Behavioral Health problems in accordance with Pennsylvania State practice guidelines.

2. Serve on BCC's Integrated Care Team working collaboratively with the Clinical Director, Wellness Coordinator and Health Navigators in providing integrated, patient centered care.
3. Provide medication management.
4. Work collaboratively with BCC clinical staff in meeting the health needs of the mentally ill population as well as those with a dual diagnosis of mental health and addictions.
5. Assist in the process of obtaining a comprehensive health history on all consumers inclusive of up to date health, medical, and medication information.
6. Provide care that is client centered, accessible and flexible.
7. Serve as a general advocate for health, prevention and wellness.
8. Play a key role in medical screening of persons at risk for chronic health conditions.
9. Use "intermittent visit" strategies – fostering consumer movement in and out of both medical and psychiatric care.
10. Play a key role in the triage of patients.
11. Order and evaluate test results, diagnose patients and provide medical input into Integrated Care Plans.
12. Serve as a consultant to staff on issues related to health and wellness of the population served.
13. Liaison with other on site physicians/psychiatrists, community physicians, specialty care providers, pharmacies, insurance companies and drug companies.
14. Provide services with a strong recovery orientation, cultural sensitivity, and awareness of the unique needs of the targeted population.
15. Work within a system of fully electronic health records.
16. Attend ongoing training as appropriate.
17. Perform other duties and responsibilities as assigned.

Physical Requirements

- SEEING: Must be able to see well enough to read reports and use computer.
- HEARING: Must be able to hear well enough to communicate to clients, vendors and coworkers.
- MOBILITY: Must have mobility to move about the agency. Must have mobility to move about the community.
- LIFTING/PULLING/PUSHING: Must be able to lift up to 25 pounds.
- OTHER: Must be able to write, type and use technology.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Berks Counseling Center. Berks Counseling Center is an equal opportunity employer.

CRNP – Signature / Date

CLINICAL DIRECTOR – Signature / Date

PRINTED NAME

PRINTED NAME