

## ALTA CARE GROUP

### Job Duties and Requisite Work Skills

<b>T.O. Position Number:</b> <b>F.T.E:</b> <b>Division:</b> Behavioral Healthcare <b>Position Series/Service Area:</b> Line/Client Care <b>JD Effective Date:</b> 12/03/2019	<b>Worker Name:</b> <b>Worker Credentials:</b> L.P.N. <b>F.S.L.A.:</b> Exempt <b>Working Title:</b> Nurse
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**Clinical Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrative Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Worker Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### GENERAL RESPONSIBILITIES

To provide Med/Soma services as defined by State regulatory agencies, to perform and/or review medical histories and assessments of clients as needed. To provide information and evaluation to Alta clients and staff as required.

### ESSENTIAL FUNCTIONS OF THE JOB

# Code Allocation 1-99 Major Area	Letter A-Z	Specific Responsibilities
1 Medical/Somatic	A	To review medical histories and physicals on all admissions to the Alta and to document recommendations in the ICR appropriately.
	B	To conduct or assist in conducting behavioral health assessments.
	C	To assist Alta physicians by obtaining information relevant to appropriate delivery of Med/Soma services.
	D	To accept and carry out physicians' orders including receiving prescription orders.
	E	To assist in medication follow-up and monitoring.
	F	To collaborate with clients and other Alta staff regarding issues of medication compliance.
	G	To provide medication information to Alta clients and staff.
	H	To monitor and be responsible for medications kept onsite at Alta.

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#	Code Allocation	Letter	Specific Responsibilities
1-99	Major Area	A-Z	
2	Community Support	A	To engage in Community Support (CS) activities as needed and described in client service plans in pursuit of the achievement of identified goals and objectives.
3	Misc/Support To Alta	A	To attend Alta's Quarterly Medical Director's Meetings.
		B	To assist the medical and Clinical Directors in collecting and compiling data as requested.
		C	To attend Department/Alta and other staff meetings as suggested.
		D	To participate in staff and program development by attending continuing education and inservice training as requested.
		E	To attend and participate in regularly scheduled and other supervision activities.
		F	To provide information regarding health risks and to monitor and manage Alta's medical waste disposal process.
4	Support to the Agency	A	Assist the Clinical Director and Medical Director in collecting and compiling objective data so as to accurately success of services as they relate to targeted service outcome goals when requested to do so.
		B	Attend Team/Departmental/Alta staff meetings as requested by Supervisor.
5	M.I.S. Time Accounting	A	Maintain and file on a timely basis accurate time accounting as required by Alta's management information system to account for employee's activities and for billing purposes.

**WORK RELATIONS/CHARACTERISTICS**

- 1 Efficiency in use of time.
- 2 Prompt completeness of assigned tasks.
- 3 Thoroughness in carrying out job responsibilities.
- 4 Full understanding of professional ethics.
- 5 Maintain flexibility in adjusting to Alta and external policy changes.
- 6 Maintain positive work attitude and relations with fellow employees.
- 7 Initiative in carrying out job responsibilities.
- 8 Loyalty to Alta interests.
- 9 Flexibility in adjusting work schedule to client and Alta needs. This will require some evening hours. Weekend hours may be considered if clinician's client needs or Alta needs are not being met.

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**SPECIFIC ESSENTIAL CONDITIONS OF EMPLOYMENT**

- 1 Physical ability, with reasonable accommodation if necessary, to perform specific responsibilities included in the job description.
  - 2 Ability to write legibly and operate phone equipment, with reasonable accommodation, if necessary.
  - 3 Ability to provide transportation for self and clients, as needed.
    - A Possess a valid Ohio Driver's License.
    - B Current auto liability insurance to the limits required by the Ohio Department of Motor Vehicles.
  - 4 Citizen of the United States.
  - 5 Absence of past criminal activity which would bring into question professional and personal integrity as it applies to the position responsibilities.
  - 6 Ability to perform clinical interventions at sites/locations based on needs of the client.
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**MINIMUM QUALIFICATIONS**

- 1 Current Ohio Nursing License as a Licensed Practical Nurse.
- 2 Current CPR Card.
- 3 Must have passed the CNLEX-PN exam.

**PREFERRED QUALIFICATIONS**

- 1 Experience in psychiatric or mental health setting with children.