



## JOB DESCRIPTION

### Registered Nurse – ACT Advocate

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JOB TITLE:	Registered Nurse – ACT Advocate	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
SALARY LEVEL:	Class 4		
REPORTS TO:	ACT Team Leader/Supervisor	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
STATUS:	Union		

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#### QUALIFICATIONS:

**Education:** Graduate from an accredited school of nursing and licensed as an RN in the state of Michigan.

**Experience:** Minimum of 2 years' experience in nursing, plus 1 year experience working with the mental health consumers or equivalent clinical experience preferred.

**Other:** Lived experiences with behavioral health issues are valued. Ability to maintain the competency level as defined within the job classification and specific clinical practice. Ability to communicate professionally; verbally and in writing.

#### SUMMARY OF RESPONSIBILITIES:

The Registered Nurse (RN) provides nursing care and nursing consultation to consumers within the Interdisciplinary Team. The RN coordinates consumers' health care needs with primary care and other healthcare providers. Duties may include, but are not limited to medication reviews, health assessments, care plans, monitoring, administration, and proper use of medications prescribed. Utilizing available community resources, the RN monitors consumers needing diagnostic and medical services. The RN offers health education to staff, providers, consumers, families and the community in addition to providing direct services to consumers.

#### ESSENTIAL JOB FUNCTIONS:

1. Coordinates all activities with the ACT supervisor and/or team.
2. Participates in the development of the plan of service and clinical assessments.
3. Provides community-based outreach and psychosocial services; as well as emergency needs for consumers.
4. Provides consumer facilitation services from a hospital or residential treatment center to the community.
5. Provides nursing, health care recommendations and development of nursing treatment plans within the plan of service.
6. Provides health care screening, assessment, and follow up with clients.
7. Responsible for medication charting and obtaining consent for treatment.
8. Responsible for maintaining sample medication inventory logs.
9. Monitors the health and impact of medications on consumers including interactions with pharmacies for medication.
10. Educates consumers and staff regarding pertinent health and medication issues.
11. Uses the AIMS assessment tool to screen for tardive dyskinesia.
12. May be responsible for monitoring and administration of the agency's Clozaril Program in consultation with the Medical Director.
13. Monitors and assures appropriate laboratory screening is ordered for consumers.
14. Provides timely clinical documentation for all services provided.



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15. Facilitates appropriate billing and reimbursement for services provided.
16. Acts as a liaison between consumers and the community health care providers.
17. Coordinates the exchange of pertinent medical information with consumer's primary care and other Mental Health providers.
18. Monitors healthcare utilization and data analytics to positively impact consumers' engagement in their healthcare.
19. Consults with the physician on significant developments, or changes in, consumers' physical healthcare needs.
20. Attends and participates in case reviews, team, and clinical staff meetings.
21. Participates in training sessions and Agency meetings including overnight conferences.
22. Participates in the rotation of the ACT on-call system.
23. Meet direct and indirect service expectations.
24. Performs other related duties as assigned.

#### **PHYSICAL REQUIREMENTS:**

Ability to walk, bend, stand, sit, lift to 50 pounds with or without assistance, stretch/reach, hear, see, hand/finger dexterity and drive a vehicle. Must be free of physical limitations. Position requires physical ability to complete and maintain certification in CPI techniques which will be a training class provided to the job incumbent. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions in accordance with applicable laws.

#### **OTHER REQUIREMENTS:**

- Must be current in Adult CPR and First Aid; provided by NCCMH.
- Complete initial training in Non-Violent Crisis Intervention (CPI); provided by NCCMH.
- Have own phone for communication and reliable access to messages; ability to Multi-Factor.
- Have reliable transportation in carrying out agency duties.
- Possess a valid Michigan's driver's license and have a satisfactory driving record.
- Maintain confidentiality with regard to all consumer data.
- Working knowledge of physical health, chronic health conditions, and behavioral health medications.
- Ability to interact with physicians and other healthcare providers in a professional manner.
- Ability to work within guidelines of the code of conduct, regulatory compliance plan and personnel policies.
- Supports a philosophy of service delivery that is recovery-based, person centered and culturally competent.
- Adhere to applicable policies and procedures as required by the Department of Community Mental Health, the Mental Health Services Board, and other pertinent regulatory agencies.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.