

Job Title: PSYCHIATRIC/BEHAVIORAL HEALTH NURSE

LEVEL 17 Exempt

Job Summary: The Psychiatric/Behavioral Health Nurse holds a dual role of providing nursing services and support to the Community Living Services Psychiatric Clinic and the CLS Behavioral Health Home initiative; The position collaborates closely with the Medical Director/Psychiatrist and Psychiatric Clinic team to ensure psychiatric services to individuals served; Provides routine support to complete nursing assessments, medication administration, counseling, health education, and service delivery in the CLS Psychiatric Clinic; The Psychiatric/Behavioral Health Nurse supports the CLS Behavioral Health Home initiative by encouraging individuals to make and keep their medical appointments, providing consultation to people and their families, serving as liaison with physicians and other health care professionals involved with the individual's treatment; Provides Nursing Assessments, advocacy, and huddle participation for people enrolled in the Behavioral Health Home model of supports. This may involve telehealth appointments and in person visits and assessments; The Psychiatric/Behavioral Health Nurse will also complete Private Duty Nursing Assessments and other nursing assessments required for individuals supported by Community Living Services; The Psychiatric/Behavioral Health Nurse assists the Healthcare Trainer and Training Department with instruction on Michigan Department of Health and Human Services (MDHHS) and Community Living Services curricula content using an adult learning model and emphasizes positive physical health, as needed. This may include assistance with designing, delivering, and assessing the effectiveness of support strategies and providing direct training and support to persons involved in the lives of the people Community Living Services supports; The Psychiatric/Behavioral Health Nurse assists the person, support circles, caregivers, and Supports Coordinators while developing supports which emphasize feelings of safety, engagement, valuing others and being valued; Training occurs in formal classroom settings, distance learning, online trainings, people's homes, workplaces, and other community settings; The Psychiatric/Behavioral Health Nurse is knowledgeable and skilled in all required curricula content including Physical Health and Wellness, Medications, Person Centered Planning, Self-Determination, Culture of Gentleness, and other areas specified by the agency; The Nurse is also knowledgeable and skilled in building relationships and development of positive support planning while supporting a healthy lifestyle; The Psychiatric/Behavioral Health Nurse: Uses an adult learning model and the concepts of participation, skill practice, feedback, re-practice, and support for follow through, Designs, delivers, assesses, and documents training sessions according to departmental and agency needs and standards, Provides ongoing teaching and serves as a role model of positive health practices, preventing disease and of physical, social, and emotional health measures; The Psychiatric/Behavioral Health Nurse is part of the agency efforts to make major modifications in the delivery of supports to people with developmental disabilities; The Psychiatric/Behavioral Health Nurse must be able to adjust to changes, design educational opportunities that keep service providers and professionals abreast with best practice efforts in areas like Health and Wellness, Self Determination, Person Centered Planning, Gentle Teaching, Cultural Competence, Autism, Mental Health, and Nutrition. We: Focus on helping people dream and plan a life, assists in the transferring of power and control to people over what services they receive, including their own personal physical health, arrange supports that achieve a life rich in community association and contribution, assure flexibility and efficiency in how money helps people build their lives.

Reporting Relationship: Reports to the Clinical Manager

Essential Duties and Responsibilities: **Psychiatric Clinic Responsibilities:** Conduct nursing assessments for patients in the psychiatric clinic; Obtain vital sign information from each patient; Complete thorough, accurate, and timely documentation of nursing assessments; Provide Healthcare counseling to patients in the psychiatric clinic including thorough and accurate documentation; Provide information and consultation to patients in the psychiatric clinic including thorough and accurate documentation; Administer injectable medications as prescribed in psychiatric clinic including thorough and accurate documentation; Assist Psychiatrist during psychiatric clinic appointments; Assure proper sanitization of psychiatric facility and instruments; Greet patients and assist with set up of telehealth before, during, and after psychiatric virtual appointments; Submit accurate and timely claims for all services provided; Assist Psychiatrist as appropriate and needed with pharmacy and prescription filling; Consult with families and staff as needed; Handle emergency and crisis calls related to the psychiatric clinic; All other duties as assigned related to the successful implementation of the psychiatric clinic. **Behavioral Health Home:** Conducts nursing assessments and completes documentation in a timely manner; Provides advocacy, support, and assistance to people enrolled in the Behavioral Health Home model; Provides Healthcare coordination for people enrolled in the behavioral health model; Participates in Behavioral Health Home huddles; Provide support to enrollees in Behavioral Health Homes as needed.

Training: Delivers training sessions according to accepted best practice standards; Builds a learning partnership. Practices teamwork, problem solving conflict resolution, interpersonal communication, decision making and group dynamics; Assesses trainee's acquisition of learning and utilizing standardized measures and procedures (including written assessments, return skill demonstrations.); Conducts medication and specific health care classes for direct support staff, day program staff, and other agency staff. Acts as the primary trainer and resource person for healthcare issues; Integrates agency guiding principles, person centered planning, self-determination, and culture of gentleness practices into training sessions; Demonstrates the ability to perform skills taught in training such as community connections, companionship, risk management, support strategies, vital signs, medication administration or other skills taught in training; Educates the people we support, circle members, Supports Coordinators, contract providers and support staff through classroom experiences, in-service training, and visits; Documents all training sessions, utilizing departmental procedures and instruments; Performs other training related duties as assigned by the Director of Communications and Training.

Educational Development: Develops training materials in best practice areas like Physical Health and Wellness, Person Centered Planning, Self

Determination, Cultural Competence, Culture of Gentleness, Autism, and other related areas; Submits training content and design flows to the Director of Communications and Training; Designs and conducts participatory learning experiences which are responsive to both management's and participant's needs and desired outcomes; Conducts needs assessments, contracts with appropriate manager/supervisor for training interventions and utilizes follow-up measures to determine outcome achievement. **Training Support Services:** Identifies, supports, and disseminates best practices within the agency, homes, employers, and work; Develops training curricula, as identified by the agency; Integrates person centered planning, self-determination, and gentle teaching into all training practices and efforts; Promotes the use of both the "Train the Trainer" and "Direct Support" models of educational supports; Designs training in medical areas such as: Medication, Hygiene, Metabolic Disorders, Neurological Conditions, Communicable Diseases, Sexuality, Universal Precautions, and Health Care Issues. **Development and Education:** Acquires and maintains knowledge and skill as determined by departmental standards; Utilizes his/her knowledge and skill in the areas of teaming, problem solving, conflict resolution, interpersonal communication, decision making, group dynamics, etc., to facilitate the learning process and skill acquisition; Demonstrates initiative and willingness to assist others whenever needed; Demonstrates sensitivity for ethnic, cultural, sexual, educational ability, and differences by portraying confidentiality, respect, dignity, integrity towards all persons; Advocates securing the human and legal rights and providing equal opportunities for everyone. **Additional Responsibilities:** Assist with mortality reports; Assist with sentinel events as needed; Provide agency wide trainings as needed; Provide in home training for those served, support staff, and families.

Qualifications: Registered Nurse (minimum associate degree in nursing) with current Michigan license in good standing; Ability to participate in local, State, and occasional out of state "training of trainer" activities requiring overnight travel; Ability to perform skills taught in training such as body mechanics and lifting; Knowledge of mental health conditions and appropriate treatment options; Ability to provide information, education, and consultation to individuals with mental illness and their families in a clear and understandable manner.

Experience: Minimum of 2 years nursing experience required. One-year experience in community nursing supporting individuals with cognitive, physical and/or developmental disabilities and/or individuals with mental illness is preferred

Special Knowledge/ Skills: Use of adult education principles and practices in educating and supporting the people important in the person's life so they can ensure each person acquires a strong sense of companionship and community; Ability to teach and demonstrate skills such as Person-Centered Planning, Culture of Gentleness, Self-Determination, Cultural Competency, and other areas deemed necessary by the agency; Good interpersonal and communication skills with ability to provide information, education, and consultation to individuals and their families; A critical ability is the capacity to interweave theory, skill practice, feedback, and re-practice on an adult learning model; Excellent written and verbal communication and computer skills including use of Microsoft PowerPoint, Word, and Excel or the equivalent; Commitment to agency's mission and vision; Ability to work cooperatively with others.

Travel Requirement: Extensive scheduled and non-scheduled travel is required in executing essential duties and responsibilities of this position. Employees must provide their own transportation. Maintenance of a valid driver's license, an acceptable driving record, and vehicle registration and insurance in compliance with State of Michigan requirements are all continuing conditions of employment. If driving a vehicle other than the one listed on file with Human Resources Department, employee is responsible for ensuring the vehicle is registered, insured, and meets all other State of Michigan motor vehicle requirements and providing documentation as requested. CLS policy restricts the use of an alternate driver without the express, prior written authorization of the Human Resources Director. A review of such request will be based on evaluation of HIPAA compliance issues, work restrictions and other relevant factors.

Training: The candidate must complete Train the Trainer class or equivalent as specified within the State Training Guidelines found at www.improvingmipractices.org . Formal and informal training in training technique, philosophy and standardized curricula with experienced trainers and other training that may be required to meet department standards. Orientation to agency and community programs. Professional commitment to complete Spirit of Support and Culture of Gentleness Training, and Adult Educator certification through the Training Department.

CLS, Inc. is an equal opportunity employer. All administrative, management and supervisory personnel are directed to support and cooperate with the EEO program and other equal employment opportunity efforts. Performance will be evaluated in this regard.

**Submit Resumes to: Community Living Services, Inc. – Human Resources Department
35425 W. Michigan Ave. Wayne, Michigan 48184**

Fax Resumes to: (734) 467-7636 or Email: rwoblewski@comlivserv.com

**For more information about Community Living Services, Inc., please visit our website at:
www.comlivserv.com**

CLOSING DATE: Friday, July 15, 2022