

**Sanilac County Community Mental Health Authority**  
**227 E. Sanilac**  
**Sandusky, MI 48471**  
**810-648-0330**



**Position:** Registered Nurse-Part Time (Union)

**Position code:** 25-18

**Position Location:** Ehardt Building

**Current Work hours:** 24 HRS/WEEK

**Compensation Range:** \$31.21/HR-\$36.96/HR;

**\*\*This position is eligible for an \$8,000 sign-on bonus\*\***

**Position Dates:** ASAP

**Supervisor:** Clinical Supervisor

**Date Position Posted:** 3/24/2025

**Internal Deadline:** 3/28/2025

**Requirements:** Candidates/Employees are required to have an Associate's Degree in Nursing Science from an accredited school with licensure as an RN. Two years of experience is preferred.

**Testing Requirements:** Critical Thinking Assessment

***All internal and external job applicants are required to use UltiPro to apply for this position. Please see the Sanilac County CMH website at [www.sanilaccmh.org](http://www.sanilaccmh.org) and click on "Employment".***

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**JOB DESCRIPTION**

**Job Title:** RN/Nurse  
**Department:** Outpatient, Children's, ACT, Residential  
**Location:** Outpatient, Children's, ACT  
**Supervisor:** Clinical Supervisor  
**Shift:** 8:00-5:00 Monday-Friday; as needed by department  
**Classification:** Eight (8)  
**Prepared Date:** 03/09/2010  
**Reviewed By HR:** 12/01/2014, 12/01/2015, 12/01/2016, 12/01/2017, 12/01/2018, 12/2/2019, 10/15/2020, 3/8/2022, 10/06/2022, 2/3/2023, 12/22/2023, 6/28/2024  
**Reviewed By Supervisor:** 12/5/2019, 10/15/2020, 5/6/2022, 2/3/2023, 12/22/2023  
**Revised By:** Clinical Supervisor  
**Revised Date:** 3/19/2010, 02/28/2011, 02/10/2013, 7/11/14, 03/08/2016, 06/01/2017, 1/29/2019, 06/07/2019, 8/23/2019, 10/15/2020, 5/6/2022, 2/3/2023, 12/21/2023, 11/19/2024, 2/20/2025

**SUMMARY:** Cares for and treats, as directed by Physician, by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Receives and reviews diagnostic tests ordered by the clinic psychiatrists so as to contribute in the assessment of patients' clinical problems and health care needs
- Performs and documents vital signs prior to client seeing the psychiatrist. (Documents Weight/Height, waist measurements and children's growth charts, when appropriate)
- Educates individuals on medication side effects
- Performs and records AIMS testing as required.
- Completes/participates in agency assessments and treatment planning as necessary. Including nursing, BPS, IPOS, Meds Only, Etc.
- Clinic Services RN/ Nurses may be utilized as the primary case holder as needed.
- ACT nurse will be expected to fulfill Case management duties.
- Observe individuals' medication box set up as ordered by MD.
- Dispenses professional samples as directed by agency psychiatrist.
- Responsible for ordering all injectable medication and consulting with approved vendor as needed to coordinate ordering process
- Administer injectable medication, as ordered by MD in the office as directed by program need.
- Obtain prior authorizations of medications as indicated
- Documents and reports to physician, psychiatrist, or caretaker any significant symptoms, reaction, incidents, etc.
- Completes releases of information.

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- Communicates with psychiatrist, homes, caretaker, physicians, guardians, etc as needed to assure adequate health care for individuals. Manages individuals assigned as applicable.
- Facilitate communication between MD and clinical staff as indicated
- Links individuals with health care professionals in the community, as directed by agency psychiatrist and treatment team.
- Prepare for clinic and documentation in the electronic medical record.
- Develops functional knowledge of systems, procedures, forms and timelines required by agency and certifying agencies including DCH, CARF, PIHP, Medicaid, OBRA Assessments, etc. relative to job duties.
- Understands and practices Standard Precautions.
- Participate in mandatory meetings.
- Respond to medical emergencies and accidents involving the individuals we serve as the need arises in the agency sites.
- ACT Nurse must participate in ACT after hours on-call.
- ACT Nurse participates in ACT Team fidelity practices.
- Perform other duties as assigned
- Provide AFC home/Agency Staff medication training, as requested.
- Complete nursing portion of OBRA assessments, as assigned.
- Facilitate the children's clinic, as assigned.

**COMPETENCIES FOR PROFESSIONAL STAFF**

Sanilac CMH staff are dedicated to providing services to the community to improve lives. When they see a task that needs to be completed, they step in to assist or are first in line to help the Agency in promoting recovery, discovery, and independence. Each staff member works within their strengths and collaborates with their coworkers so that collectively we are a stronger whole. Staff provide positive feedback and suggestions to improve the quality of care in the Agency. They hold their coworkers, the individuals they serve and the community in high esteem.

To perform the job successfully, an individual should demonstrate the following competencies:

**Initiative/Organization/Reasoning:**

- Takes initiative and steps in to take on difficult challenges.
- Is a self-starter in attaining job objectives.
- Willing to identify problems and work to resolve them in the early stages.
- Plans and organizes work activities and uses time efficiently.
- Properly organizes and carries out job tasks in a timely manner.
- Know and understands job expectations and is willing to expand job knowledge and skills to be more effective to the Agency and the individuals served.
- Is enthusiastic about the Agency's Mission and is a positive influence for co-workers and individuals served.
- Demonstrates an understanding of and adherence to Agency policies and procedures and is willing to provide suggestions to make policies and procedures more efficient.
- Is willing to think outside of the box while able to make sound decisions and taking actions based on sound reasoning and weighing possible outcomes.

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**Ethics/Teamwork:**

- Consistently treats all people with dignity and respect.
- Demonstrates expected morals and principles
- Accepts responsibility for actions and follows through on commitments.
- Demonstrates ability and willingness to work cooperatively and effectively as part of a team.
- Willingly acknowledges team members and co-workers' value to your work.

**Emotional Intelligence:**

- Verbal and written communication is constructive, effective, respectful, and clear.
- Willing to take the time to learn about co-workers' personality so that working together is more effective.
- Willingness to ask questions, listen to others' ideas, and understand how the impact of your work, impacts your co-workers/team.
- Willing/Ability to be cost conscious.
- Staff are expected to learn and understand job functions and carryout tasks in a proficient manner.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- Candidates/Employees are required to have an Associate's Degree in Nursing Science from an accredited school with licensure as a RN. Two years of experience is preferred.
- Prefer candidates/employee must also qualify as QMHP, QMRP or CMHP where appropriate for population being served but not required.
- For anyone working with children, they must receive 24 hours of Children's training per calendar year.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute items such as dosage, intake, ideal weights and to calculate percentages and interpret data in areas such as demonstrating measurable progress on agency goals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram. Ability to deal with problems involving several concrete variables in standardized situations.

**COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of Word Processing software.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver' License. Chauffeurs license, if transporting individuals that receive services.

**OTHER SKILLS AND ABILITIES:**

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**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk, walk and hear. The employee is frequently required to use hands to write or utilize a keyboard, to perform assessments and procedures and to handle instruments and supplies. He or she must occasionally reach with hands and arms, climb stairs and balance on even and uneven surfaces, stoop and kneel and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently in areas where universal precaution and confrontation avoidance techniques are utilized. He or she is occasionally exposed to body fluids.

The noise level in the work environment is usually moderate. Employee may be required to travel to outside meetings or homes as determined by caseload. While performing some of the duties of this job, the employee is will be exposed to outside weather conditions.

*Sanilac County CMH embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment/services, and cultural competence. An employee in this or any position is expected to support the employment environment. This includes having lived experience with behavioral health issues.*