

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



Position: RN/Nurse (Union)

Position code: 25-36

Position Location: All Sites

Current Work hours: 40HRS/WK

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

Annualized: \$66,630.55-\$78,876.80

***RNs are eligible for an \$8,000 sign-on bonus**

Position Dates: ASAP

Supervisor: Clinical Supervisor

Date Position Posted: 8/14/2025

Internal Deadline: 8/20/2025

Requirements: Candidates/Employees are required to have an Associate's Degree in Nursing Science from an accredited school with licensure as an RN. A minimum of an LPN or Medical Assistance Certificate is required. Two years of experience is preferred. Prefer QMHP, QMRP or CMHP where appropriate for population being served but not required.

Testing Requirements: Critical Thinking

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.sanilacmh.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, 6/12/2025
Reviewed By Supervisor: 12/5/2019, 10/15/2020, 5/6/2022, 2/3/2023, 12/22/2023, 6/17/2025
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, 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.
- 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.

Ethics/Teamwork:

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- 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.
- A minimum of an LPN or Medical Assistance Certificate is required
- 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.

Welcome to Sanilac County Community Mental Health

AFSCME Employees

In your orientation, you will find several benefits. You may want to take a moment to review the benefits listed below and costs associated with each of them. You must work over 30 hours per week to be eligible for medical and café benefits. Paid time off accruals are based on hours worked.

Benefit	Plan	Eligibility	Contributions per Month
Medical Insurance POS \$1,000/\$2,000- 20%	BCN POS Annual Deductibles- In Network- Individual-\$1,000/Family- \$2,000	First of month following hire date.	\$123.27 - Single \$256.79- Two Person \$338.27 - Family

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Medical Insurance BCN HMO \$2,000/\$4,000	BCN HMO HDHP <i>H.S.A. Eligible Plan</i> Annual Deductibles- Single-\$2,000/Family- \$4,000	First of month following hire date.	\$57.03- Single \$118.35 - Two Person \$157.45 -Family
Medical/Rx Alternate HMO HSA \$3300/\$6600 <i>*Exchange State Bank- H.S.A Host</i>	BCN HMO HDHP <i>H.S.A. Eligible Plan</i> Annual Deductibles- In Network- Single-\$3,300/Family-\$6,600	First of month following hire date.	\$0.00 - Single \$0.00 - Two Person \$0.00 - Family
Annuity/Decline Medical Plans	Nationwide 457b	Eligible if waived all medical plans	\$233/Month (less Social Security & Medicare taxes)
Dental Insurance	BCBSM Annual Max-\$1,500 per member Orthodontics-\$1,500-lifetime	First of month following hire date.	\$42.22- Single \$84.45 - Two Person \$147.78 – Family
Vision Insurance	Nation Vision Administrators -NVA	First of month following hire date.	\$10.54-Single \$18.94-Employee+ Spouse \$16.84-Employee+ Child(ren) \$27.38-Family
AFLAC	Multiple plans available for review for employee only and for family members	First of month following hire date.	Costs vary depending on plans purchased.
Deferred Compensation	Nationwide-457B *same account as your retirement contributions.	Prior to the first of each month.	Set up your own account or \$233 (pretax) from medical opt out option
Life Insurance	RELIANCE- \$40,000 Policy Automatically if Union member. *Can purchase additional Personal and Dependent/Spouse coverage.	First of month following 1 st full month of employment.	Employee Only - \$0.00 *Additional Personal and Dependents/ Spouse coverage charges will vary.
Retirement	<u>Nationwide 401(a)-</u> If hired on or after 9/1/2019 the Authority shall contribute an amount equal to three percent (3%) of the employee's base wage. <u>Pension-</u> For Employees hired prior to 09/01/2019, the pension formula will be a two percent (2%) multiplier and the Employer will continue to provide contributions as actuarially determined to insure the financial soundness of the fund.	Vested in the Authority's contributions once thirty-six (36) months of service are completed with the Authority. Vested in the Authority's contributions once eight years of service are completed.	The Authority shall contribute fifty cents (\$0.50) to the 401(a) Plan for each dollar (\$1.00) an Employee contributes to his or her 457B Plan up to the first four percent (4%) of the employee's base wage. The Authority shall not contribute more than five percent (5%) of the employee's base wage for its total contributions under this section.
Long Term Disability	RELIANCE – 90-day disability waiting period & receive 66 2/3% of your income	First of month following 1 st full month of employment.	No cost to employee
PTO	Upon commencement of Employment - 25 days	Accrued bi-weekly at the close of the pay period based on hours	If time is used before 3 months and employee leaves, they must repay used portion.

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	After completion of Three Years of Employment – 30 days After completion of Nine Years of Employment – 35 days After completion of Twelve Years of Employment – 40 days	worked. 40 hours worked receives full accruals.	See Union Contract.
Holiday Days	14 days per year	Paid upon 1 st day with Agency.	If part time, then you receive pay for regularly scheduled days/hours only.
Union	Local 1518	Must be employed for three months to reach Just Cause Status.	Monthly Union Dues - \$47.90(F/T- above20 hrs./wk.) - \$35.80 (P/T –12 hrs./wk. or more not to exceed 20 hrs.) - \$22.40 (Lower P/T- 12hrs. or less/wk.)
Tuition Reimbursement	May be reimbursed up to \$5,250 annually. *Requires approval and funding availability limited spaces approved each year / contingent upon funding & Agency need.		-

*Note if you do not need medical insurance, \$233.00 per month (less Social Security & Medicare Taxes) will be deposited into an annuity account. You will need to set up the annuity account through Nationwide Retirement.

For time off, it is calculated upon the number of hours worked – to reach the maximum benefit, you must work 40 hours per week.