

JOB DESCRIPTION

JOB TITLE: Certified Nurse Practitioner –Cuyahoga County Assessment and Diversion Center (CCADC)

JOB RESPONSIBILITIES: Responsible to function as an admissions officer at CCADC. Also responsible to evaluate patients presenting to CCADC for treatment to determine if they meet admission criteria.

Essential functions of this job include, but are not limited to:

Evaluates clients including performing their History and Physical exam, reviewing lab results, and writing their admitting orders. Interprets clients' medical histories.

Maintains adequate progress notes. Makes the appropriate medical and mental health referrals as needed.

Orders medical tests for clients and performs diagnostic tests, screening evaluations, and procedures.

Prescribes medication for clients.

Educates clients about preventative care and prescribed treatments.

Confers with clients' private healthcare providers as needed.

Acts as a resource person for decisions, planning, and policies affecting the health of clients.

Collaborates with employees to identify clients' needs and helps develop plans to meet those needs.

Works with clients' families as necessary.

Defines and maintains the standards of nursing practice within the Agency.

Assesses the quality of care rendered.

Initiates the development of policies and procedures that govern nursing services and other services under his or her position control.

Collaborates with other departments and agencies regarding resources and services for improved patient care and staff development.

Serves as spokesperson for nursing matters and represents Oriana House with professional nursing and related organizations.

Assigns duties and coordinates nursing services.

Evaluates nursing activities to ensure patient care, staff relations, and efficiency of service.

Investigates and resolves complaints or refers unusual problems to the medical director.

Assesses clients' health care needs and provides required care.

Provides emergency medical care for clients.

Monitors compliance of emergency medical procedures.

Maintains confidentiality of medical records.

Assesses medical complaints and health emergencies according to policy and procedures.

Provides resources for clients for continued health care programs.

Is familiar with and complies with OSHA requirements.

Monitors student nurses to provide an educational and meaningful learning experience.

Continues professional training, stays current with professional developments, and maintains RN license and CPR/First Aid Instructor Certification.

Approves the method of recording entries in medical records, the form and format of the records, and the procedures for their maintenance and safe keeping.

Consults with the nursing staff to address any immediate medical needs and concerns of all Detox clients admitted or in the Admissions Unit.

Maintains DEA registration with the 2000 DATA waiver.

Practices in accordance with the Ohio Board of Nursing and with the contractual agreement with the collaborating physician.

Discusses patient care with the collaborating physician as needed.

COMMUNICATION AND INTERPERSONAL SKILLS

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees as outlined in Agency Code of Ethics and other policies.

Expresses empathy regarding client situations as appropriate.

Recognizes antisocial thinking and behaviors. Addresses them immediately, positively, and in a non-threatening manner.

Acknowledges clients' prosocial behaviors and generates a reward report if warranted.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

Interacts professionally with employees, visitors, guests, law enforcement, court, and safety personnel.

MODELING SKILLS

Speaks positively about the program, Agency, and employees.

Speaks positively about programming, law enforcement, courts, and the law in general.

Displays prosocial thinking and prosocial behavior.

Demonstrates respect toward employees and clients.

KNOWLEDGE

Assists clients in role playing difficult situations to achieve a more positive result.

Assists clients in efforts to problem solve.

Demonstrates an understanding of the principles of cognitive-behavioral therapy.

Demonstrates an understanding of the principles of social learning.

OTHER

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

Obtains required training hours on an annual basis.

Attends staff meetings and required training sessions.

Complies with all Agency security standards, including procedures and electronic equipment/devices.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

Regular work schedule of 40 hours per week which may include weekends (designated full-time NPs). Flexible part time work schedule up to 24 hours per week. Additional hours may be needed to cover vacations, call-offs, etc.

STRENGTH RATING/

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK

ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

QUALIFICATIONS: Successful completion of an approved nurse practitioner or physician assistant program. Current approval by the joint Medical Board of Medical Examiners and Board of Nursing to perform medical acts. Must be currently licensed as a registered nurse (RN) in the state. Three (3) years substance use disorder, institutional, and/or emergency room experience preferred. Must have a favorable attitude regarding the disease concept of addiction. Must have the ability to effectively work with Agency employees, outside contacts, and a diverse client population.

SUPERVISED BY: Medical Director and Clinical Manager
(Works under the supervision of the Medical Director for medical requirements and works under the supervision of the Clinical Manager for non-medical requirements).

SUPERVISES: No one