

Berks Counseling Center – Job Description

Position Title:	CERTIFIED REGISTERED NURSE PRACTITIONER		
Department:	MEDICAL	FLSA Status:	EXEMPT
Accountability:	COO – Administrative Supervisor MEDICAL DIRECTOR – Clinical Supervision	Status:	FULL TIME
Primary Location:	BCC	Creation/Revision Date:	Dec 2017

General Summary

Assists with all aspects of patient care, including diagnosis, treatments and consultations. Must work collaboratively with the medical staff to ensure that comprehensive psychiatric and medical treatment goals for each client are addressed.

Minimum Qualifications

Certified Registered Nurse Practitioner licensure in the state of Pennsylvania required. DEA Certification required. At least one year experience working with behavioral health populations including persons with SPMI and/or substance abuse disorders preferred. Experience in working with low income, diverse populations including persons impacted upon by mental illness and/or addictions preferred. Experienced with the care and management of chronic health conditions preferred. Bi-lingual: English/Spanish preferred.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Knowledge, Skills, and Abilities

- Knowledge of BCC services, policies, and procedures.
 - Knowledge of Microsoft Office and Microsoft Outlook.
 - Knowledge of Electronic Health Records
 - Skill in providing thorough and accurate documentation.
 - Skill in analyzing information to determine best treatment plan for clients.
 - Skill in managing competing priorities.
 - Skill in problem solving and conflict resolution including identification of the problem or conflict.
 - Skill in oral and written communication.
 - Ability to work collaboratively as part of a multidisciplinary team in meeting the integrated physical and behavioral health and wellness needs of the persons served.
 - Ability to support the health care and wellness needs of low income high risk populations and have the ability to provide culturally competent care to diverse populations.
 - Ability to provide compassionate, patient-centered care supportive of the patient’s own goals and motivated toward positive health outcomes.
 - Ability to be organized, dedicated, and innovative.
 - Ability to demonstrate flexibility, adaptability, and creativity.
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Essential Job Functions

1. Provide quality primary and preventative care in accordance with Pennsylvania State practice guidelines.
2. Serve on BCC's Integrated Care Team working collaboratively with other medical and clinical staff in providing integrated, patient centered care.
3. Provide medication management and related health supports.
4. Assist in meeting the general health needs of patients.
5. Assist in obtaining a comprehensive health, medical and medication history on all consumers.
6. Provide care that is client centered, accessible and flexible.
7. Serve as a general advocate for health, prevention and wellness both within the organization and in the community.
8. Play a key role in medical screening of persons at risk for chronic health conditions.
9. Use "intermittent visit" strategies –fostering consumer movement in and out of both medical and psychiatric care.
10. Assist medical and clinical staff in the triage of patients.
11. Order relevant tests and lab work and evaluate test results.
12. Play a key role in the development and review of Integrated Care Plans.
13. Serve as a consultant to staff on issues related to health and wellness of the populations served.
14. Liaison with other on site physicians/psychiatrists, community physicians, specialty care providers, pharmacies, insurance companies and drug companies.
15. Provide services with a strong recovery orientation, cultural sensitivity, and awareness of the unique needs of special populations.
16. Provide timely and accurate documentation within a system of fully electronic health records.
17. Assist with assessment related to disability and welfare requests.
18. Attend ongoing training as appropriate.
19. Perform other duties and responsibilities as assigned.

Physical Requirements

SEEING:	Must be able to see well enough to read reports and use computer. Must be able to see well enough to drive an agency vehicle.
HEARING:	Must be able to hear well enough to communicate to clients, vendors and coworkers. Must be able to hear well enough to drive an agency vehicle.
MOBILITY:	Must have mobility to move about the agency. Must have mobility to move about the community.
LIFTING:	Must be able to lift up to 10 pounds.
OTHER:	Must be able to write, type and use technology.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Berks Counseling Center. Berks Counseling Center is an equal opportunity employer.

CRNP – Signature / Date

COO – Signature / Date

PRINTED NAME

PRINTED NAME