

**Jefferson County
Position Description**

Name: **Department:** Human Services
Division: Behavioral Health

Position Title: Psychiatric Advanced Prescriber **Pay Grade:** 17 **FLSA:** Exempt

Date: August 2024 **Reports To:** Medical Director

Purpose of Position

The purpose of this position is to provide assessment, diagnosis and treatment of mental illness and substance abuse disorders for a complex population with persistent conditions. Treatment responsibilities include prescribing medications.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides mental health assessments, diagnoses, treatment plans and medication management, and evaluate progress for general and mandated participants.
- Secures comprehensive health histories, performs or requests special diagnostic and laboratory tests, and interprets test results, performs appropriate physical assessments, and develops comprehensive mental health treatment plans.
- Prescribes medications, reports adverse findings to the Medical Director and refers appropriately for consultation or specialty medical services.
- Provides direct and/or indirect patient care oriented towards improving or maintaining health and preventing illness.
- Responsible for the continuing mental health care of assigned patients and for making appropriate dispositions or referrals and acting as a liaison to other community resources.
- Consults with other staff members regarding their treatment of individual patients.
- Communicates with clinicians regarding patient status and progress to provide education, guidance, case management, and follow-up, in order to assure continuity of care.
- Prepares and maintains all appropriate mental health records, charts, and reports.
- Participates in quality assurance activities.
- Ensures accurate and timely documentation in a manner that meets all federal, state, agency, department and individual program rules and requirements.
- Completes and submits in a timely manner all documents needed for consumers to be able to obtain their prescribed medications. This includes but is not limited to Prior Authorizations and Preferred Drug List medications.
- Practices competent motivational interviewing techniques, if applicable.
- Supports and enhances a trauma-informed care environment.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPPA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

None

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree in Nursing with 3 to 5 years' experience working in a community mental health setting with at least 2 years prescribing psychiatric medications under the supervision of a psychiatrist.

Preferred Training and Experience Required to Perform Essential Job Functions

Other Requirements – Certificates/Licensures

- Current License as an Advanced Practice Nurse Prescriber through WI Department of safety and professional Services.
- Valid DEA number
- Ability to prescribe psychotropic medications in Wisconsin.
- Wisconsin Registered Nurse through WI Department of Safety and Professional Services.
- Valid Wisconsin driver license.

Knowledge, Skills, Abilities

- Ability to embrace and nurture a person centered, trauma informed, recovery-oriented framework and culture for service delivery.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals as well as ability to compute rate, ratio, and percent.
- Knowledge of nursing principles and clinical therapeutic models including modern principles, practices, and techniques used in assessing, planning, implementing, and evaluating nursing care for psychiatric populations.
- Knowledge of psychotropic medications and nursing protocols relevant to community psychiatric nursing.
- Ability to apply sound clinical skills in assessing, diagnosing, prescribing, implementing and evaluating a plan of treatment for persons with mental illness.
- Ability to assess progress and encourage positive change, taking into account cultural and clinical considerations, and the consumer's own wishes and definitions.
- Ability to maintain accurate and timely treatment records for each client. Excellent verbal skills are essential to communicate clearly with clients and other staff members.
- Ability to work collaboratively as a member of a multidisciplinary team
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to sit and talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities require by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

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

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
