

# CHOICES

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## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Psychiatric Prescriber</b>
REPORTS TO:	Executive Director
DESCRIPTION STATUS:	Exempt
SALARY:	DOE
HOURS:	Full Time – M-F, 9am – 5pm, or PT available

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### **POSITION SUMMARY**

The Psychiatric Prescriber is an integral part of the trans-disciplinary ACT Team, as well as other programs for CHOICES, Inc., providing primary health care to clients to promote wellness, recovery, and rehabilitation. Responsibilities are implemented within the framework of agency policy, professional ethics, legal scope of practice, and regulatory guidelines.

### **ESSENTIAL JOB FUNCTIONS:**

**(Responsibilities, Accountabilities, and Competencies: May not include all duties of this job)**

#### **A. JOB DUTIES**

1. Provide comprehensive and holistic primary care, including: physical exams, development of diagnoses, management of acute and chronic psychiatric illnesses
2. Evaluate outcomes of care and make medical recommendations
3. Supervise Nursing staff
4. Prescribe and evaluate psycho - pharmacological treatment regimen
5. Collaborate with other health care providers and makes appropriate referrals
6. Develop, maintain and update plans of care and health care records
7. Teach health promotion measures to clients and staff.
8. Advocate for client in accessing and navigating the health care system
9. Work closely with the team and client in establishing and following the optimal treatment/service plan
10. Participate in check-in meetings and case-reviews, and consults with team members as needed
11. Collaborate with nursing staff to coordinate prescriptions and orders, and to oversee the overall mental and physical health of the clients
12. Establish a work schedule, in collaboration with team leaders to ensure that clients are seen in a timely manner
13. Engage identified clients in mental health/psychiatric services, both on site and in the community and make appropriate referrals for medical services as required
14. Educate/Assist agency staff to develop/increase awareness of community health care agencies/resources

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15. Serve as health care resource to clients and families/significant others
16. Participate in facilitating appropriate hospitalizations (medical and psychiatric), crisis interventions and referrals
17. Communicate with hospital staff to ensure optimal treatment and discharge planning.
18. Establish/Lead education and support groups on health-related topics, in the Health & Fitness Initiative, e.g. mental illness, psychiatric medications, nutrition, safe sex, obesity and smoking cessation.
19. Provide in-services and trainings for the staff
20. Perform other related work as assigned.
21. Take on – call 24-hour crisis phone from time to time

## **B. CORE VALUES**

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc., and its programs. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

### PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

## **REQUIRED ESSENTIAL JOB QUALIFICATIONS:**

1. Patience, creativity, flexibility, compassion, and sensitivity to persons with disabilities and other minority populations.
2. Licensed as Registered Nurse by State of Alaska Board of Nursing
3. Licensed as an Adult Psychiatric Nurse Practitioner by State of Alaska
4. MS in Nursing
5. Certification by the American Nurses Credentialing Center.
6. Experience or training in community preferred.
7. Experience with dually diagnosed population preferred
8. Excellent written and verbal communication skills
9. Knowledge of AKAIMS (State Medicaid Portal) preferred, but not required
10. Valid Alaska driver's license with own transportation
11. Able to pass an extensive state and federal background check.
12. Negative TB test results
13. Carry your own liability insurance

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We are an EEO, ADA, & AA employer

This Job Description reflects CHOICES, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Duties performed are 50% in office setting and 50% out in the community. Frequent walking. Long periods of sitting, as well as some long periods of walking. Some lifting of 50 lbs or less and some stooping, squatting and bending

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.

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**I have received and read the CHOICES, Inc. Psychiatric Prescriber Job Description. I agree to keep it readily available and to refer to it often.**

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_