



**JOB DESCRIPTION: REGISTERED NURSE**

Date: September 2019  
Grade: 7  
Location: Crisis Walk-In Center  
Supervisor: Assistant Director of Emergency Services  
Exempt: Yes

**GENERAL PURPOSE:** Under general supervision, provides professional nursing care to clients at the Crisis Walk-In Center (CWC). Works with clinical and case management staff to coordinate care and assist in treatment plans for clients and performs other related work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conducts intake assessment through interviews with clients to gather case history
- Plans and provides nursing care for clients
- Makes nursing diagnosis for the medical and emotional status of clients and recommends treatment options
- Consults with psychiatrists and other behavioral health staff in designing appropriate treatment plans for clients
- Administers and notes reactions to psychotropic drugs and other medications
- Arranges further medical attention when necessary
- Assists the client in understanding the nature of emotional disturbances and accepting the need for treatment
- Assists in maintaining a safe and secure environment for staff and clients
- Documents all client information in HER and follows physician's written orders
- Maintains accurate records and documentation of client treatments, immunizations and laboratory results according to Center standards

**Center-Wide Essential Duties and Responsibilities**

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures for the Center.
- Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of the Center; and contractual guidelines.
- Responsible for supporting the Center's Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a *One Team Mindset*.
- Completes all administrative paperwork and Qualifacts documentation/time sheet (billing and personnel/payroll) as requested/required
- Completes required competency training in Essential Learning and additional training as requested or selected by supervisor
- Reviews and acknowledges Center policies and procedures as requested/required

**MISC. DUTIES AS ASSIGNED**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any

supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**SUPERVISORY DUTIES:** None

**QUALIFICATIONS:** *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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- Graduation from an accredited program of registered nursing
- Possession of a valid current Registered Nurse license issued by the Colorado Board of Registered Nursing (DORA)
- Bachelor's degree in nursing or health related field preferred
- 1 year nursing experience, preferably in a psychiatric/mental psychiatric nursing preferred
- Current CPR Certification
- National certification as a Psychiatric Nurse a plus
- Bilingual – Spanish speaking preferred
- Basic computer and keyboarding skills
- Ability to enter data on the Center's computerized record keeping system
- Ability to interact with people in a professional, friendly manner
- Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:** *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.*

- Works extended hours in front of a computer monitor
- Required to talk and hear
- Often requires sitting and use of hands and fingers, to handle or feel
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl
- Vision abilities required by this job include close vision
- The noise level in the work environment is usually quiet to moderate
- May need to provide services in noisy and unclean locations in the community

***I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.***

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Signature

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Date