



JOB DESCRIPTION: ASSISTANT DIRECTOR OF NURSING

Date: August 2020
Grade: 8M
Location: Crisis Walk-In Clinic
Supervisor: Director of Nursing
Exempt: Yes

GENERAL PURPOSE: Under the supervision of the Director of Nursing (DON), the Assistant Director of Nursing provides lead oversight for the operation of services offered at the Crisis Walk-In Center. The Assistant Director will also work with the DON to share in the responsibilities of supervisory oversight of nurse and medical services offered at all CMH service locations. Develops and implements policies and procedures to create a workflow that is effective and efficient providing excellent client care. Supports, coaches, and role models all aspects of CWC care. Provides prescribed medical treatment and nursing care interventions while evaluating and monitoring outcomes. Empowers staff by delegating responsibility/authority to those demonstrating competence in decision making. Works closely with the mental health team to complete mental health assessments. Gathers and prepares appropriate documentation to support the ongoing functions of the CWC. Assures compliance with current State and other professional organizational standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Personnel Management, including but not limited to:

- Collaborates with the DON in recruiting and hiring program personnel, subject to required review and approval
- Maintains an active role in orientation of new staff
- Arranges and facilitates staff education, consultation and training
- Evaluates the performance of CWC staff
- Plans and organizes all nursing activities at the direction of the DON
- Ensures that resources are available to provide quality services consistent with performance standards
- Ensures staff compliance with clinical record keeping and quality assurance requirements and the submission of statistical and activity reports
- Serves as a positive role model to the other Center staff and public
- Supports the development of 24-hour on call services for mandated programming at CWC or other locations
- Will provide on call services as indicated to ensure program operations

Program Management:

- Serves as liaison with community partners including law enforcement, emergency responders, hospitals, and pharmacies
- Develops, revises, and implements protocols, policies and procedures under the direction of the DON related to nursing functions within the facility

- Receives, analyzes and evaluates reports and other information to coordinate quality improvement activities concerning the care of clients, equipment, health and safety conditions and other related services in improving the quality and utilization of services
- Reports critical incidents within the policy of Quality Assurance informing Medical Director and DON

Clinical Activities:

- Screens/evaluates lab reports and reports/refer abnormalities to MDs, communicates potential medication problems/side effects or drug interactions
- Provides medically prescribed nursing treatment and case management in routine and crisis situations as well as withdrawal management
- Acts in coordination with medical providers concerning admission orders, medication orders, and discharges
- Provides clinical assessment/problem identification using assessment tools during crisis interventions
- Provides direct non-emergent medical services to consumers as needed
- Directs and oversees nursing responsibilities for prescribed medical treatment and medication administration
- Consults with and problem solves with the Medical Director, DON and providers
- Audits medication ordering and supply, destruction of medications and MARS according to state regulations
- Participates in management and team meetings
- Ability to read, analyze, and interpret related professional periodicals, journals, technical procedures or government regulations
- Able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems
- Time management and prioritizing of workload
- Conducts agency business and engages both internal and external customers in a professional, collaborative manner that reinforces person centered practices
- Performs other such duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education and ability as directed by the DON

Fiscal Management:

- Develops budget estimates, approves and monitors expenditures/purchases and ensures compliance with budget guidelines and effective delivery of services

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

- Participates on Center Committees as assigned
- Serves on interagency committees 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: Will be asked to provide director supervision for nursing and medical staff identified in coordination with the DON and co-supervisory function for identified mental health providers at the Crisis Walk In Center or other identified locations.

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 required; BSN Degree preferred.
- possession of a valid current Registered Nurse license issued by the Colorado Board of Registered Nursing (DORA)
- National certification as a Psychiatric Nurse a plus .
- Experience in coordinating mental health intervention plans and services with other agencies preferred
- 3-5 years supervisory experience in the psychiatric or mental health field preferred
- Fluency in English required; Spanish preferred
- Basic Microsoft computer and keyboarding skills
- Demonstrated ability to plan and use effective interventions with consumers
- Solid working knowledge of and ability to demonstrate use of current diagnostic systems
- Strong/effective verbal and written communication 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.

Signature

Date

THE CENTER FOR MENTAL HEALTH EMPLOYMENT IS AT-WILL MEANING THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER THE EMPLOYEE OR EMPLOYER AT ANY TIME, WITH OR WITHOUT CAUSE OR PRIOR NOTICE.