

**NORTH CENTRAL BEHAVIORAL HEALTH SYSTEMS, INC.**

**POSITION DESCRIPTION**

<b>POSITION:</b>	<b>Registered Nurse or Licensed Practical Nurse</b>
<b>DEPARTMENT:</b>	<b>Psychiatric Services</b>
<b>STATUS:</b>	<b>Non-Exempt</b>
<b>HOURS:</b>	<b>Part-time (10-20 hours/week)</b>

**ESSENTIAL FUNCTION:**

Provides nursing care for NCBHS clients who receive psychotropic or other medications for behavioral health disorders. Responsible for providing medication education to clients and their families. Coordinates services with psychiatrist and other members of the treatment team. Assess barriers for access to medication and provides linkage to internal and external resources.

Reports to the Chief Clinical Officer.

**RESPONSIBILITIES:**

1. Participates in evaluation of treatment methods and procedures.
2. Provides consultation and education under supervision.
3. Prepares and maintains necessary client records and reports in accordance with licensing and accreditation standards and agency policies/procedures.
4. Documents client response to their individual services in approved formats including individual progress notes.
5. Participates in the Performance Improvement activities of the agency.
6. Provides appropriate linkage and referral according to agency mission, values, policies, and procedures.
7. Insures that defined individual rights and responsibilities of clients, their families, visitors, and co-workers are honored.
8. Supports and implements the agency organizational and clinical policies and procedures.
9. Participates in clinical supervision and employee trainings as determined.

The above statements reflect the general duties considered to describe the principal functions of the position identified, and shall not be considered as a detailed description of all the work requirements that may be inherent to the position.

**QUALIFICATIONS:**

- Graduate of an accredited school of nursing.
- RN or LPN licensed to practice in the state of Illinois.
- Possess valid driver's license, proof of auto insurance, and usage of vehicle during normal business hours.
- Computer skills sufficient to utilize electronic health records

**If you are interested in this position, please send application/resume to: [hr@ncbhs.org](mailto:hr@ncbhs.org) or mail to NCBHS, PO Box 1488, LaSalle, IL 61301**