

Van Buren Community Mental Health
NOTIFICATION OF EMPLOYMENT OPPORTUNITY
Effective: December 1, 2017

Title: STEPS Team Nurse

Position Number: C553901

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| Program: STEPS ACT Team | Office Location: Paw Paw | Status: Regular Full-Time, 37.5 hrs/wk |
| Union: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Salary Scale: Nurse - \$39,554-\$50,386 per yr |

Basic Responsibilities:

Works closely with both the STEPS psychiatrist and personal care physicians in coordinating the assessment and monitoring of STEPS members' medication and physical health care needs. Teaches STEPS members, their significant others, staff, and the community about mental illness and related health care needs. Coordinates daily activities for STEPS members in areas of community living, relationships with significant others, financial management, and vocational/educational involvements; collects background information on STEPS members' mental health status and treatment, and participates in planning, implementation, and evaluation of STEPS members' activities. Works under indirect supervision.

Summary of Required Qualifications:

- State of Michigan registered nurse license appropriate for Medicaid billing requirements.
- Experience working with chronically mentally ill individuals.
- Knowledge of and ability to implement community based treatment.
- Valid Michigan driver's license and approved driving record.
- Self-motivated and directed, and able to work as part of a team.
- Ability to always respond in an appropriate and professional manner while working with a SPMI population.

Summary of Essential Job Functions:

- Assesses clinical signs and symptoms of STEPS members' medication and needs and discusses with STEPS psychiatrist as needed.
- Educates STEPS members, families, significant others, and staff about mental illness: target symptoms, cycles, precipitating stressors, medications, potential side effects.
- Facilitates and/or coordinates groups for social interaction of STEPS members and mental and physical health education.
- Participates in screening referrals for STEPS membership.
- Provides financial management and training; assesses needs for leisure time skills, community support, and health care; and transports STEPS members as needed.
- Seeks out housing and supports and educates homeowners about the needs of the mentally ill.
- Provides 24 hour on-call coverage on a rotating basis.
- Acts as a liaison with other community agencies to ensure STEPS members' needs for independent living and purposeful activity are met.
- Conducts and accurately documents formal nursing care assessments and treatment planning.
- Reviews, monitors, administers, and documents medications, and medication-related activities.
- Phones in medication orders as directed by the Medical Director.

To apply, submit your resume and cover letter to the Human Resources Office:

Human Resources Office, 801 Hazen Street, Suite C, PO Box 249, Paw Paw, MI 49079

Contact: Christine Johnson at (269) 655-3313 or cjohnson@vbcmh.com

Equal Opportunity Employer

Approved by:

Debra Hess, CEO

