

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: July 9, 2021

Title: Registered Nurse

Position Number: E134131

Program: Health Services Unit	Office Location: Bangor	Status: Contracted at 22 hrs/wk
Union: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Benefits: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Salary Scale: Negotiable

Basic Responsibilities:

Ensures that customers receive appropriate and necessary health care services as specified under the MDHHS contract. Functions as part of a team under the indirect supervision of the agency physicians. Frequent travel in personal vehicle to various community and agency sites throughout the county to provide services.

Summary of Required Qualifications:

- License as a Registered Nurse in the State of Michigan.
- Demonstrated knowledge of nursing practice as it relates to working with individuals with developmental disabilities.
- Ability to communicate effectively and comprehensively in verbal (including via telephone), written, and electronic (EMR) formats.
- Ability to work independently and as part of a team, including ability to be punctual, manage time and crisis situations flexibly and effectively, and demonstrate good judgment.
- Valid Michigan driver's license with an approved driving record in accordance with agency standards.

Summary of Essential Job Functions:

- Adheres to all standards relevant for Person Centered Planning including Medicaid Clinic Services, Habilitation Supports Waiver, professional nursing, and CARF.
- Completes nursing care assessments and health care plans as ordered.
- Monitors and documents assigned persons' health status per procedures.
- Monitors and documents health and safety aspects of assigned persons' support plans.
- Prepares customers and their files for medication clinic appointments and assists the psychiatrist with evaluations.
- Places medication orders as directed by agency physicians and ensures appropriate and timely documentation, including obtaining pre-authorizations as necessary.
- Reviews, monitors, and administers medications.
- Assists and coordinates all nursing responsibilities with other nurses (including staff TB testing).
- Acts as a health resource consultant and provides in-services to staff and public as requested.
- Acts as liaison with community physicians to ensure coordination of care and advance knowledge of special healthcare needs of persons with disabilities.

To apply, submit your cover letter and resume by email to the HR Office:

Chris Johnson, Personnel Specialist, cjohnson@vbcmh.com

Human Resources Office, PO Box 249, Paw Paw, MI 49079

Equal Opportunity Employer

Approved by:


Debra Hess, CEO

