



JAMHI Health & Wellness, Inc.

## POSITION DESCRIPTION

**Position:** ACT Psychiatric Prescriber

**Status:** Exempt

**Department:** Integrated Services

**Salary range:** \$52.48 - \$73.93

**Supervisor:** ACT Team Leader

**Date:** 06/2020

**Description:** Serves as the prescribing member of the ACT team in coordination with JAMHI psychiatrist, to provide comprehensive psychiatric nurse practitioner services to all ACT service recipients. Prescribes and monitors effects of psychotropic medications. Serves in a consultative capacity to staff and other health care providers, collaborating with JAMHI and community primary care and other ancillary and specialty healthcare providers to support integrated care to persons. Participates as member of multi-disciplinary team to ensure successful achievement of the ACT Team goals with all recipients.

40%	Psychotropic medication monitoring and management
30 %	Psychiatric assessment of persons served
25 %	Administrative/documentation; staff consultation
5 %	Other duties as assigned.

### JAMHI Policies and Procedures:

#### Attendance/Punctuality

- Demonstrates reliable work attendance.
- Consistently arrives, ready to work, at appointed time.
- Consistently complies with break and meal schedules.
- Consistently notifies Supervisor of illness within the appropriate time frames.
- Accepts a fair share of unscheduled work when warranted by increased workload.

#### Confidentiality/Ethics

- Protects client privacy when providing care.
- Protects information of a confidential nature (including Protected Health Information & administrative).
- Assures appropriate physical and psychosocial support of client/family in crisis.
- Considers client's values, lifestyle, and/or spiritual needs.
- Intervenes as clients advocate when appropriate.
- Demonstrates knowledge of Client's Rights/Responsibilities.
- Adheres to JAMHI's Code of Ethics and Conflict of Interest.

- Comply with all JAMHI P&Ps and operational guidelines and local, state, and federal rules and regulations.

#### Guest/Employee Relations/Appearance

- Interacts courteously with client/family/visitors, including explaining role.
- Participates in identification of problems at JAMHI and contributes to group problem solving.
- Utilizes appropriate channels of communication for conflict resolution.
- Promotes harmonious relationships and favorable attitudes among work team.
- Gives and accepts feedback in a constructive manner.
- Wears appropriate, clean attire and maintains good personal hygiene.
- Attire does not interfere with the safe delivery of care.

#### Safety

- Knows location and use of emergency equipment (fire alarms, extinguishers, etc.)
- Knows correct procedure to report a fire or emergency.
- Demonstrates knowledge of Disaster Plan.
- Maintains on file a current emergency phone contact for use in disasters.
- Participates in emergency drills.
- Identifies and reports any unsafe conditions in a timely manner.
- Contributes to JAMHI's tidiness and readiness for emergency response.

#### Continuing Education

- Responds positively when learning needs are identified.
- Attends mandatory in-service programs.

### **JAMHI Pledge of Quality:**

Commitment: In order to continuously improve in everything we do, we welcome, accept and act upon constructive feedback from any source.

Dedication: In order to fulfill our dedication to helping others, we work together and support each other – always.

Integrity: We keep the promises we make. We do not promise what we cannot do.

Accountability: We hold ourselves and each other accountable and responsible for our actions. WE do not look the other way. Measurements and time frames guide our progress.

Responsibility: We ALL accept responsibility to make a difference in meeting the needs of our co-workers, the customer and the community. We are ALL responsible for solutions to problems.

Recognition: We acknowledge each other's successes. We find joy in what we do daily.

Respect: We treat each other in a dignified, friendly, courteous and professional manner at all times.

Communication: We respectfully Speak, Listen and Respond to ALL individuals. We do not make assumptions. We confirm the message sent is the one received.

Team Work: We have our expectations in order to help each other succeed in our daily responsibilities. This is the success of our organization, and the success of our clients.

**ACT Team Core Competencies:**

- Supportive of hope and recovery;
- Comprehensive, highly individualized, flexible and focused on learning skills related to life roles;
- Easily accessible, available 24 hours/day, 7 days/week, via the resources of an integrated multi-disciplinary mental health team;
- Respectful of the importance of cultural considerations in service delivery and design;
- Provided in the recipient's language at all points of contact, as needed;
- Committed to building and strengthening therapeutic and family relationships across all interactions;
- Focused on recipient choice, goals and achievable outcomes, including harm reduction;
- Provided in the community in places and situations where problems arise;
- Proactive in terms of continuous monitoring and engagement efforts; and
- Available as long as needed throughout transitions.

**Position Duties:**

- Conducts psychiatric evaluation of ACT service recipients in a variety of community based settings.
- Provides medications as needed to include, medication evaluations, medication checks, and clinical/psychiatric management in a variety of community based settings.
- Refills medications as needed and makes necessary changes in medication regimen, if indicated.
- Maintains all JAMHI documentation and charting in a timely manner and completes external and managed care, insurance and other required documents.
- Provides consultation and training to clinical staff as member of the ACT team.
- Provides timely clinical consultation to Primary Care physicians and local private therapists, participates in any assigned local physician groups.
- Coordinate medication management including pick-up and delivery through Genoa to individuals receiving ACT services throughout a variety of community locations.
- Ensures that documentation is sufficient for billing purposes.
- May participate in program development with Chief Integrated Services Officer and/or ACT Team Leader.
- May intervene in emergency or crisis situations according to ACT team protocol.
- Supervise ACT Nurse
- Perform other duties as assigned.

**Minimum Qualifications:**

- Masters of Nursing degree in Psychiatric and Community Mental Health
- Must be licensed and certified Advanced Nurse Practitioner under 7 AAC 110.100 and enrolled under 7 AAC 120.100(c) as a dispensing provider
- Drug Enforcement Administration (DEA) license with Prescriptive Authority for Advanced Practice Nurse;
- Completed the necessary supervised hours to obtain prescriptive authority;
- Current DEA number
- Advance knowledge of individual, group, family and medication treatment modalities and their application to adults with mental health and substance use disorders.
- Ability to practice independently as allowed by the statutes of the State of Alaska.
- Ability to produce written documentation of clinical work in a timely manner.
- Ability to communicate program needs and services to community organizations and groups.
- Working knowledge of Windows based computer applications to include Microsoft Word, Microsoft Excel, Microsoft Outlook, and Internet access.
- Ability to operate standard office equipment including calculator, copy machine, fax, and multi-line telephone.
- Interpersonal and communication skills to develop and maintain effective working relationships with all internal and external customers.
- Ability to organize and prioritize workload in a sometimes hectic environment with frequent interruptions.
- Experience working as part of an Assertive Community Treatment (ACT) team preferred.
- Ability to pass a criminal background check in accordance with the current state regulation requirements.
- Must have valid Alaska driver's license and be able to clear the JAMHI auto insurance screening through the independent insurance carrier and/or if driving.

**Workers Supervised: 0**

**Disclaimer:** The statements contained in this job description are intended to describe the general nature and level of work being performed by people assigned to this position. Additional duties and responsibilities may be required of the jobholder based upon the business needs and the request of management. Employee signature constitutes employee's understanding of the requirements, essential functions, duties, work environment, and physical requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

	Never 0%	Occas. 33% of time	Freq. 45-66% of time	Contin. 67-100 % of time
<b>LIFT/CARRY</b>				
1 to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11 to 25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26 to 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>PUSH/PULL</b>				
1 to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11 to 20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21 to 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>MOVEMENT</b>				
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive Arm Use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive Wrist Use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive Hand Use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A) Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B) Squeezing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surfaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>VISION REQUIREMENTS</b>	
Depth Perception	<input checked="" type="checkbox"/>
Less than 20 inches	<input checked="" type="checkbox"/>
Color Vision	<input type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>

	Never 0%	Occas. 33% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>EQUIPMENT USE &amp; OPERATION</b>				
Motor Vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operate Foot Pedals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>WORK WITH/NEAR</b>				
Machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact Tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ENVIRONMENT</b>				
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ENDURANCE</b>		
Task	Hours at One Time	Total Hours in 8 Hr. <i>day</i>
Sit	Less than 2	Less than 6
Stand	Less than 2	Less than 6
Walk	Less than 2	Less than 4

**ADDITIONAL CONSIDERATIONS (including clarification of any of the above)**

May be exposed to clients who are angry/potentially violent.