



**JOB TITLE:** Staff Nurse – Registered Nurse (RN)  
**DEPARTMENT:** OACIS  
**CLASSIFICATION:** Non-Exempt

**REVISED:** 1/2020

## **POSITION DESCRIPTION**

### **SUMMARY:**

The Staff Nurse – RN is an at-will position that reports to the Manager of Nursing. In an intensive crisis environment, this position will provide crisis intervention and perform clinical screening/assessments of children and adults' mental health, substance use, developmental disabilities, and physical health needs. The Staff Nurse – RN will provide crisis intervention as needed and determine the appropriate linkages to services within the CMH system. This position will triage findings with supervisor or other staff as directed by the supervisor. This position will participate in the treatment planning and ongoing care/ transition planning.

### **ESSENTIAL JOB FUNCTIONS:**

- Assess the presence of behavioral health conditions of children and adults in crisis
- Assure collection of appropriate assessment and screening information, to include bio-psycho-social information, psychiatric and medication history, and alcohol/drug information
- Administer medication according to physician order
- Evaluate laboratory results
- Participate in collection of laboratory specimens/breathalyzer
- Conduct health assessment
- Monitor and evaluate individual's response to medication
- Determine eligibility for acute care and CMH services or provide relevant referrals to community resources
- Assure adequate, timely and accurate documentation of case records
- Work collaboratively with police, hospitals, group homes, all case management entities, and other providers in the community
- Complete all required documents in each person's Electronic Medical Record prior to ending the shift
- Participate in training and orientation of new employees
- Adhere to established Quality Improvement Indicators
- Comply with attendance and punctuality policies, as well as all other Common Ground policies and procedures

### **RELATED JOB FUNCTIONS:**

- Contribute to a welcoming atmosphere
- Provide crisis intervention for individuals in acute psychiatric distress
- Coordinate transfer of care to the appropriate health facility, if warranted
- Perform other job-related duties as assigned

**SUPERVISION:** None

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

#### **KNOWLEDGE OF:**

- The standards and scope of nursing practice and nursing process
- General nursing and psychiatric nursing principles, practices, and techniques
- Community Mental Health System
- Psycho-tropic medication and psychiatric diagnosis
- Most common chronic health conditions and co-occurring conditions in this population and willingness to increase knowledge base
- Current behavioral management de-escalation techniques



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**SKILL TO:**

- Type, enter data, file efficiently and operate office equipment
- Exercise problem-solving and critical thinking skills
- Demonstrate excellent assessment and communication skills
- Demonstrate proficiency in relevant software and applications (i.e. Microsoft Word, Excel, PowerPoint, and Outlook)

**ABILITY TO:**

- Relate to a diverse population which includes a variety of abilities, age, gender orientations, economic, educational, and cultural backgrounds
- Understand and follow verbal and written instructions
- Communicate effectively, both verbally and in writing
- Provide direct care and treatment for individuals in acute psychiatric crisis
- Assess symptoms and reactions to medications
- Recognize indications of medical emergencies and respond appropriately
- Apply trauma informed, recovery-oriented principles and values in the treatment of all people served
- Maintain professional communication in all internal and external contacts
- Work independently in and apply critical thinking/decision making skills
- Work with multi-disciplinary team successfully
- Manage volatile situations in a safe, calm, caring manner

**REQUIRED EDUCATION AND EXPERIENCE:**

- Licensed as a Registered Nurse in the state of Michigan
- Minimum 1 year nursing experience (psychiatric nursing experience preferred)

**ESSENTIAL REQUIREMENTS:**

**Physical Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Environmental Working Requirements:**

Work is done in a clinical environment. Assignments may require work to be done on an individual basis or in teams with members at various staffing levels. The work environment is that of a crisis center and may subject staff to behavioral and medical events that could be physically hazardous.

**Other Requirements:**

The ability to work various shifts and hours.

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The agency may in its sole discretion fill this position on a full-time, part-time, or contingent basis with the individual best fit to perform the essential functions of the job. The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Employees in this title are subject to a background check and a pre-employment physical.

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Employee Signature

Date

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Human Resources Witness

Date