

<p><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 10/13/21</b></p>	<p><b>NURSE – Living Room Crisis Center</b></p> <p><b>Revised: 1/3/2021</b></p>
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\* Denotes an Essential Function

**Title:** Nurse

**Category:** AS2

**Code:** NRS LRCC

**Minimum Educational Requirements:** Must be a registered nurse; or a psychiatric nurse licensed as a registered professional nurse by the state where services are provided and certified by the American Nurses Credentialing Center (ANCC) as a psychiatric and mental health nurse; or a PMH-APRN who is licensed as a nurse practitioner or clinical nurse specialist by the state where services are provided, who has graduated from a child and adolescent or adult psychiatric and mental health nurse practitioner or clinical nurse specialist program and is certified by the appropriate national certifying body; or an advanced practice nurse, as defined by the Maine State Board of Nursing.

**Minimum Experience Requirements:** New graduates welcome to apply! Experience working with individuals with significant mental illness, serious emotional disturbance, and developmental disabilities, preferred. Must possess high level organizational and time management skills. Must be computer literate, able to generate presentations and present basic data summaries, able to navigate an electronic health record, and use HealthInfoNet.

**Position Summary:** This is a full-time year-round salaried mental health position (4- 8-hour days) that provides comprehensive care to individuals ages 14+ in a community setting. Spurwink is opening the first living room crisis model in the state of Maine. Open 24/7, 365 days a year, the center will offer a space for individuals and families to seek crisis support through the use of trained professionals, comprehensive assessments and coordination with community supports and resources.

**Duties and Responsibilities of the Position:**

- \* 1. Demonstrate respect for participants' self-determination, motivation, skills, and priorities, with the goal of optimizing participant recovery.
- \* 2. Effectively engage, assess, monitor, educate, coordinate, and provide interventions for participants and families to improve quality of care and participant health outcomes.
- \* 3. Provide participant, family/caregiver teaching and education about health and wellness, safety factors, self-management skills, medications, self-monitoring, action plans, long-term planning, when and how to access care.
- \* 4. Conduct in-person sessions with participants in the crisis center.
- \* 5. Participates as a member of a multidisciplinary team, by providing health information related to participant medical history and needs, medications, co-morbidities, immunizations, dietary needs, and the behavioral, social, psychological, and environmental determinants of health.

- \* 6. Maintain regular contact, effectively collaborate with, and facilitate referrals to community providers to advocate on behalf of, and improve the care for, participants.
- \* 7. Maintain expectations related to caseload size, billing, and attestation requirements.
- \* 8. Maintain required records and documentation. Collect, track, and submit participant related data to support evaluation of participant outcomes, program goals and performance.
- \* 9. Serve as a resource for staff, colleagues, and external members of a participant's care team.
- \* 10. Administer antipsychotic injections and oral medications
- \* 11. Know and comply with policies and procedures. Comply with scope of nursing practice per Maine State Board of Nursing
- \* 12. Maintain a current Maine driver's license, reliable transportation, and a clean driving record as outlined in Spurwink's Driving Policy.

**Immediate Supervision:** Program Director

**Immediate Subordinates:** None.

**Schedule of Employment:** Non-exempt.

**Other:** As an employee of Spurwink, the Nurse is expected to adhere to the policies and procedures of Spurwink. They must keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of work of educating, training, and treating clients from diverse backgrounds, the Nurse is required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Nurse may be exposed to blood or other potentially infectious materials. Therefore, they will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire.

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

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Employee Name (Please Print)

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

\_\_\_\_\_  
Date