



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Mental Health and Addiction Services

**Job Title:** COMMUNITY MENTAL HEALTH NURSE (Part-Time)

**Salary Range:** \$39.58/Hour

**Work Location:** 135 S Broadway, Saratoga Springs, NY 12866

**Classification:** Competitive (Exam Required)

#### Job Description

This is professional work involving the provision of psychiatric nursing care to the community as part of an interdisciplinary treatment team. Direct care of individuals living with mental illness and substance abuse/addiction is a routine requirement. Duties are performed under the supervision of administration in the Mental Health and Addiction Services Department including the Commissioner, Deputy Commissioner, and Program Coordinator with a great deal of leeway allowed for the exercise of professional judgment in carrying out the details of the work. Incumbent will provide professional services in the Mental Health/Addiction Center and satellite clinics. Supervision is not normally a function of this position although some direction may be given to subordinate members of the interdisciplinary treatment team. Performs related work as required. NOTE: Hours and schedule to be determined/discussed at interview level.

#### Minimum Qualifications (at least)

- A. Possession of a Bachelor's Degree in Nursing and two (2) years of professional nursing experience; **OR**
- B. Graduation from an approved school of professional nursing and three (3) years of professional nursing experience; **OR**
- C. Possession of an Associate's Degree in Nursing and four (4) years of professional nursing experience.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

**SPECIAL REQUIREMENTS:** Eligibility for a license issued by the State of New York to practice as a *Registered Professional Nurse*; Must have possession of license at the time of and for duration of appointment; AND eligibility for appropriate level Motor Vehicle Operator's License issued by the State of New York; Must have possession of license at the time of and for duration of appointment. Prior experience with psychiatric nursing preferred.



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### Typical Work Activities (\*Illustrative)

- Provides professional nursing services as a member of an interdisciplinary treatment team;
- Participates in the development, writing and execution of treatment plan;
- Conducts and reviews health screenings as needed, making necessary recommendations;
- Dispenses medication as prescribed by psychiatrist/nurse practitioner;
- Administers injectable medications per prescriber's orders;
- Monitor, review and forward reports, labs, etc, to appropriate personnel as necessary;
- Provides education for recipients and staff regarding relevant medical issues and medications;
- Ensures the security and inventory of medication and nursing supplies;
- Triage incoming communication from recipients for review by prescribers;
- Produces and maintains various reports and records as needed for prescribers;
- Fulfills prior authorization requests as needed;
- Documents patient information using electronic health record software;
- Provides or assists with crisis intervention services as needed;
- Assists with orientation of new nursing staff;
- Attends departmental meetings and trainings as required;
- Consults with various agencies and facilities concerning case management and treatment of recipients;
- Performs other related duties as assigned.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### Additional Information

- Optional NYS Retirement enrollment
- Position being filled provisionally based on the results of an evaluation of Training and Experience civil service exam to be scheduled at a later date.

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted through the date posted or until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*