



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Senior Community Mental Health Nurse**
Jurisdictional Class: Competitive
Civil Division: County
Adoption: CSM 10/09/13
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent provides nursing care to clients at the Community Mental Health Center. A nurse in this position must be accurate in maintaining health records by use of the required electronic format. Supervision is exercised over some support clerical staff and Licensed Practical Nurse. The work is performed under the direct supervision of the Community Mental Health Nurse Supervisor and the general supervision of the Director of Community Services or his/her designee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides nursing care to clients of the Mental Health Center as required;
Administers medications as prescribed by a variety of routes;
Participates in the initial screening process including assessment and diagnosis of new clients;
Provides oversight of routine nursing functions such as evaluating the needs for prescription refills, which may include oversight of the process of tracking refill requests;
May include supervision of medically related support staff such as Licensed Practical Nurses or clerical staff;
Provides patient education regarding medications, side effects, and other topics as necessary and provides medication reconciliation for patients transitioning into the care at the Mental Health Center from other facilities;
Assesses client needs and participates in the development of treatment plans;
Assesses and identifies patient needs and develops and carries out nursing plans;
Participates in the treatment team in developing, implementing, evaluating client specific service plans;
Maintains inventory of medical supplies and medications and orders supplies as necessary;
Assess and evaluates clients' psychological and behavioral health conditions for physician referrals;
Maintains accurate and timely client records by use of required electronic format;
Compiles records, reports and statistical information relevant to client care;
Maintains inventory of medical supplies in accordance with legal and departmental mandates;
May be required to administer emergency treatment;
Completes assessments and screenings regarding drug use, tobacco use, and suicidality;
Performs other related duties as needed or assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of current professional nursing techniques and practices, including psychiatric nursing;
Good knowledge of the nursing care and treatment of clients with mental illness;
Good knowledge of the signs, symptoms, and treatment of mental illness;
Good knowledge of programs, policies, and procedures related to mental illness including Federal, State, and Local laws and regulations;
Working knowledge of the principals and practice of supervision;
Working knowledge of a computer keyboard;
Ability to learn the use of computer software for a medical setting;
Ability to work effectively with others;
Ability to work effectively with individuals with mental illness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a NYS accredited four-year college with a Baccalaureate Degree in Nursing, plus two years of experience in professional nursing activities, one year of which shall have included psychiatric nursing experience, plus one year of satisfactory supervisory experience in a medical setting; OR
- (B) Completion of a course of study approved by the NYS Education Department as qualifying for Registered Professional Nurse with three years of satisfactory nursing experience, two of which shall be in psychiatric nursing, plus one year of supervisory experience in a medical setting.

SPECIAL REQUIREMENT(S):

Possession of license issued by the State of New York to practice as a Registered Professional Nurse.