

**COMMUNITY MENTAL HEALTH NURSE COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: A Community Mental Health Nurse Coordinator is a registered professional nurse who works as a member of a treatment team providing nursing and emergency services tailored to the individual needs of mentally ill in an outpatient mental health program. Incumbents of this position will coordinate treatment efforts with community health or related services. Duties will also include monitoring of all Sullivan County Department of Community Services programs for compliance with medical standards. Work is performed under supervision, with some leeway for independently carrying out prescribed nursing care and medical treatment activities.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Attends treatment team meetings and provide clinical interpretations of medical examinations and diagnoses, medications prescribed, and other aspects of the treatment plan concerned with nursing care;

Instructs team members in possible side effects of medications and medical treatments and in identifying signs and symptoms indicating possible physical or psychiatric relapses;

Carries out medical treatment prescribed by psychiatrists including administering and dispensing medications, instructing clients and their families on the proper use, dosages and possible Side effects of medication taken, and observing client's physical and emotional status;

Teaches and counsels clients and their families in support of the total treatment plan on how to access service in emergency situations and the availability of medical, mental health and social service agencies in the community;

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Arranges referrals to appropriate health care providers for the client;

Makes appointments and transmits health history to treatment team;

Provides intervention services to clients experiencing psychiatric emergencies; this may include making outreach visits with psychiatrists or other clinic staff members, handling “walk-in” clients as referred by other staff members;

Serves as Co-Chairperson of the Medical Committee: responsible to the Quality Assurance Coordinator for monitoring of all Sullivan County Department of Community Services Programs for compliance with medical standards, including syringe reports, medications and prescription reports, keeping medical policy and procedures current and monitoring their effectiveness and compliance with appropriate regulatory standards.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of professional nursing principles and techniques as applied in a community mental health agency; good knowledge of medical terminology, sanitation, and personal hygiene; good knowledge of emergency treatments as appropriate; working knowledge of services offered by community health care or social service organization, working knowledge of abnormal signs and symptoms relating to physical and emotional health; working knowledge of commonly used medications and drugs, dosages and side effects; ability to understand and follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with clients; physicians and other individuals and agencies in the community; ability to carry out successfully the therapeutic measures prescribed; ability to give support, comfort and reassurance to clients; good observation; mental alertness; initiative; patience; and emotional stability.

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MINIMUM QUALIFICATIONS: Possession of a license issued by the State of New York to practice as a Registered Nurse and either:

- (A) Possession of a Bachelor's Degree in Nursing and one (1) year of experience in a mental health setting; or
- (B) Graduation from a three-year school of professional nursing and two (2) years experience in a mental health setting; or
- (C) Possession of an Associate's Degree in Nursing and three (3) years experience in a mental health setting; or
- (D) An equivalent combination of training and experience as indicated in A, B, and C above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.