

**POSITION AVAILABLE**

**RELIEF NURSE (RN) – DAY SHIFT**  
**(Pay Rate: \$16.03/Hour - \$18.94/Hour, DOQ/DOE)**

**STATUS:** Non-Exempt

**RESPONSIBLE TO:** Supervisor of Nursing Services

**JOB SUMMARY:** Provides nursing services according to qualifications and training (RCW 18.79.260) and/or non-nursing services (as directed) to consumers with chronic mental illnesses, in outpatient settings; works within a multi-disciplinary team, assisting clients to become as independent as possible within the community.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Assists in obtaining medical history, assessing medical conditions, and making appropriate medical referrals.
2. As time permits, participates in other client services which may include home visits for the purpose of administering medication, monitoring vital signs, compliance and side effects for the medications prescribed by physicians, as well as case management needs as determined by the treatment team.
3. Teaches and evaluates staff and clients regarding medication self-administration program.
4. Responsible for medication monitoring/administration for an assigned group of patients.
5. Monitors, administers, and/or follows up on prescribed medical treatment, medications, and/or laboratory tests in accordance with physician orders.
6. In collaboration with other staff, promptly identifies medication side effects, including extrapyramidal symptoms (EPS), and initiates appropriate corrective actions.
7. Accurately transcribes physicians' orders, maintains records, and completes documentation in accordance with Agency policy and Washington State Law.
8. Communicates with pharmacies to obtain prescribed medications and re-fills.

(CONTINUED ON NEXT PAGE)

9. Maintains a secure medication storage in the facility, in accordance with applicable WAC's, as needed. Stocks and maintains the emergency medication and first aid kit kept on premises.
10. Complies with Agency policies and procedures, and all applicable federal, state, and county laws and regulations.
11. Maintains confidentiality of Agency and patient information.

**RELATED DUTIES:**

1. Participates in relevant in-service and professional training, in accordance with Agency policy and Washington State Law.
2. Participates in staffings, staff meetings and individual supervision, as assigned.
3. Observes, assesses, records and communicates patient behavior.
4. Advocates for patients and coordinates services with other community agencies.
5. Maintains working relationships with community and government agencies, other professionals, and the family members and "significant others" of patients.
6. Maintains a safe, hygienic environment for patients.
7. Performs other duties, as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Strong commitment to working with persons with a mental illness.
2. Excellent oral and written communications skills.
3. Working knowledge of the administration and documentation of medications.
4. Attention to detail.
5. Ability to interact in a professional manner with patients and staff alike.
6. Ability to work independently and be a self-starter, and to work as a team member.
7. Ability to manage crisis effectively.
8. Familiarity with relevant professional standards.

(CONTINUED ON NEXT PAGE)

9. Ability to learn new tasks and skills quickly.
10. Willingness to be flexible and work varied hours, as needed, to relieve regular nursing staff.
11. Ability to prioritize and manage multiple tasks effectively.
12. Good problem-solving skills.

**EDUCATION AND EXPERIENCE:**

Required: graduation from an accredited school of nursing; current licensure as a registered nurse as issued by Washington State Board of Nursing (RCW 18.79.030); valid Washington State driver's license and proof of insurance, with car available, within 30 days of employment.

Preferred: minimum of one year experience as a staff RN in a mental health or acute care facility or skilled nursing home; two years experience working with chronically mentally ill adults.

**HOURS:** Variable, as needed.

**CLOSING DATE:** Open until filled.

**TO APPLY:** Forward resume and cover letter to:

Dan Pottiger, Human Resources Coordinator  
Peninsula Community Mental Health Center

(An Equal Opportunity Employer)

01/19/07