

Job Class Code: 8102	FLSA Status: Exempt - P
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide clinical case coordination, education, and assessment for individuals served by Chesapeake Integrated Behavioral Healthcare (CIBH), and to expedite clinical solutions, especially in the area of medication usage and efficacy. The class is responsible for medication assessment, advocacy and assistance, ensuring access to medication and psychiatric care, and education and support of individuals served by the CIBH. This position also will provide assistance with the supervision of staff, training, and policy and procedure development and implementation as assigned. This position works within broad policy and organizational guidelines; independently plans and implements projects; and reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Assists in planning, coordinating, directing, and supervising professional nursing services in compliance with local, state, and federal regulations and laws.
- Assists Nurse Supervisor in the supervision of nursing staff, including selecting or recommending selection, training, assignment and evaluation of work, counseling, disciplining, and terminating or recommending termination.
- Performs individual client assessment to determine current mental status, any evidence of decomposition, suicidal or homicidal ideation, or positive or negative response to medication.
- Provides clinical consultation for staff, individuals served and their families/caregivers regarding medical and medication issues; prepares and dispenses medications.
- Organizes and supervises psychiatric clinic; assesses and coordinates clinical needs of caseloads and ensures completion of necessary paperwork to secure insurance authorization and payment.
- Develops and implements individual service plans; documents all services including length of time spent delivering services.
- Maintains records in compliance with quality assurance and licensure standards, program policies and procedures, state and federal regulations/standards, and client confidentiality.
- Assists in the management of contract personnel, including requests for purchase, contracts, billing issues, and services.
- Authorizes services in accordance with payer regulations.
- Assists in the development, implementation, and enforcement of program policies and procedures in order to provide effective program services that comply with all required local, state and federal requirements (e.g. state licensure, etc.).
- Serves as liaison to assist individuals served by the CIBH with other care providers such as physicians or therapists, collaborates with other treatment team members in planning therapeutic interventions, and interacts with other agencies in the community to coordinate treatment for the individuals served by the unit.
- Completes required and assigned daily, monthly, quarterly and annual reports.
- Assists in the maintenance and updating of all training materials and any other required written materials.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information; may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.

Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements; may use algebraic solutions of equations and inequalities.
Language Requirements	Read scientific and technical journals or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex reports; presents training programs.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a scientific or medical nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires an associate's degree in nursing.
Experience	Requires a minimum of three years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires licensure as a Registered Nurse in the Commonwealth of Virginia or a reciprocal state (according to the Nurse Licensure Compact as prescribed by the National Council of State Boards of Nursing). May require a valid driver's license with a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.