

**TO APPLY, PLEASE FILL OUT THE FORM THAT IS AVAILABLE ON THE WEBSITE AT [WWW.CRIDERCENTER.ORG](http://WWW.CRIDERCENTER.ORG). YOU CAN ATTACH YOUR RESUME THERE. (IF YOU HAVE A COVER LETTER, INCLUDE THE COVER LETTER AND RESUME ALL IN THE SAME DOCUMENT)**

**Outpatient/CPRP Nurse  
Level 5 – Full Time  
Location: Union  
Hours: Monday-Friday  
Salary: \$49,000/year**

**A. Description**

The Outpatient/CPRP Nurse provides direct clinical and medical services to persons served as well as direct and indirect care management services. Job responsibilities include:

**Core Responsibilities:**

- Medication Administration Services 60%
  - Maintain persons served medication records according to agency policies.
  - Complete AIMS testing, Med Profiles, Lab Reviews, and prescription refills per agency policies
  - Document and report to physician any medication errors.
  - Serve as medical/nursing consultant to clinical services staff and person served.
  - Administer psychiatric injections, as prescribed by the psychiatrist and per agency policy
  - Maintain and coordinate laboratory functions and appropriate follow-up.
  - Provide medication information to persons served and their significant others, when possible including Nursing Education/Medication clinic groups.
  - Manage Pharmaceutical Patient Assistance Applications, including dispensing of medications, as assigned.
  - Serve as liaison for pharmaceutical representatives.
  - Coordinate Nursing Assessments/physicals.
  - PPD'S as needed to direct care staff.
  - Maintain agreed upon level of productivity.
- Care Management 25%
  - Be knowledgeable of other human/social services for purposes of referral if the agency is unable to provide a particular service.
  - Provide referral to the local nursing service or other health care providers for lab work if person served is unable to obtain lab services at an agency center.
  - Interface with other human/social service agencies to provide wholistic services to clients.
  - Function as part of a multidisciplinary team and participate in weekly treatment planning meetings/css team meetings, as assigned.
  - Will seek culturally competent services and service providers to meet the unique cultural needs of each agency consumer and family member.

- Administrative Duties 10%
  - Review pharmacy bills, as assigned
  - Med-Aide approvals
  - Order and maintain storage of necessary medications medical supplies in accordance with agency policies and procedures.
  - Quarterly reconciliation of pharmaceutical company samples in accordance with agency policies and procedures, as assigned
  - Quarterly destruction of expired medications (samples, patient assistance, and stock medications) in accordance with agency policies and procedures, as assigned

**Other Responsibilities:**

- Juvenile Justice Assessment and intake (as assigned).
- Regular attendance (except as excused).
- All other duties as assigned by supervisor. 5%

**B. Qualifications**

- R.N. and licensed under Chapter 335, RSMO.
- At least two (2) years of experience as a registered professional nurse in providing psychiatric nursing treatment to individuals suffering from mental disorders.

**C. Supervision**

The Clinic/CPRP Nurse reports directly to the Nursing Supervisor and receives medical supervision from the Medical Director PRN.