

TO APPLY, PLEASE FILL OUT THE FORM THAT IS AVAILABLE ON THE WEBSITE AT 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 - Exempt
Location: Wentzville
Hours: Monday-Friday 8:30am-5:00pm
Salary: \$41,000/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.

