



***Our Mission -
To empower women to achieve life changing recovery through proven
treatment and critical support services.***

Job Title: Behavioral Health Nurse
Reports to: Nurse Manager
Job Classification: Non - Exempt

Position Summary:

Works under the supervision of the Nurse Manager to help provide day-to-day oversight of the physical and mental health needs of clients being served in the in/outpatient programs at St. Monica's.

Job Duties:

- Works with the Admission Coordinator, Nurse Manager, Registered Nurse, and Psychiatrist to provide basic health screening and education to newly admitted clients.
- Obtain client records from outside providers as needed.
- Contact psychiatric or nurse practitioner for admission orders.
- Plans and coordinates all necessary health related training for staff including, but not limited to, Medication Aide, First Aid, HIV/Aids, STD's, Infection Control, Blood Pressure, and Drug Testing.
- Responsible for attending monthly Mentor meetings to provide medical updates.
- Monitors for trends and follow-up with medication errors and assessing for trends.
- Responsible for recording and keeping records of medication samples and doing quarterly inventory of medications.
- Prepare charts for monthly pharmacy audit including preparation of files.
- Participates in the Health and Safety Committee and provides input as needed.
- Provides medical on-call services as directed on a rotational basis.
- Responsible for teaching an education group and maintaining materials for the clients on health-related issues (Medical Aspects).
- Responsible for following up on medication refills and Patient Assistance Program.
- Is accessible to staff to answer any client's medical and/or health related issues.
- Back-up for other medical staff within scope of practice.
- Responsible for daily triage and referrals to outside medical health providers.
- Responsible for the scheduling of clients to meet with Nurse Practitioner and Psychiatrist as needed.
- Prepares schedule and clients' charts before appointments for nurse practitioner, psychiatrist, and psychiatrist, as needed.
- Follows up with orders, labs and requests from nurse practitioner, psychologist and psychiatrist after clients are seen, as needed.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.



A United Way Agency

- Ability to act with integrity, professionalism, and confidentiality.
- Abide by HIPAA and 42 CFR confidentiality requirement which include but not limited to businesses, family members, friends of clients, and other agencies and the public including safekeeping of client identified materials.
- Support St. Monica’s Home in the organization’s objective to be a diverse, equitable, inclusive, and accessible workplace.
- Follow all agency and program policies and procedures including philosophy, confidentiality, ethics, and safety procedures.
- Regular and on-time attendance required.
- Performs other duties as assigned.

Position Competencies:

- Verbal communication
- Written Communication
- Organizational Skills

Education and Experience:

- Must have current credentials for state requirements of Licensed Practical Nurse or Registered Nurse. Experience working with women’s health issues; ability to work under the direction of the Nurse Practitioner; knowledge of substance abuse and mental health issues.
- Must be at least 21 years of age.
- First Aid / CPR and Medication Aide certificate required or ability to be certified.
- Driver’s license and valid insurance required upon hire.

Physical Requirements:

- Ability to lift 25 lbs. regularly, climb and descend stairs.
- Ability to thrive in a fast paced, deadline-oriented work environment.

St. Monica’s Home is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.

EMPLOYEE SIGNATURE:	
DATE:	
SUPERVISOR SIGNATURE:	

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