

## Lutheran Services Carolinas Job Description

**Job Title:** Nurse (ACTT)  
**Supervisor (title):** Director, ACTT  
**Department:** Assertive Community Treatment Team (ACTT)  
**Approved by:** B. Thomas *BWT* **Date:** 1/16/2017

### **Position Purpose/Summary:**

The Assertive Community Treatment Team (ACTT) is designed to serve as a comprehensive treatment team providing for the periodic service needs of consumers with severe and persistent mental illnesses. The majority of services are provided in the consumer's home/community. This employee will function as a clinical member of the ACT Team, providing needed nursing services, psychotherapy, and support services under the supervision of the team leader and/or the team psychiatrist. The ACTT Nurse is responsible for conducting psychiatric assessments; assessing physical health needs; making appropriate referrals to community physicians; and managing and administering medications in conjunction with the psychiatrist. The Nurse (along with the entire team) is expected to help consumers avoid re-hospitalization and episodes of crisis care; achieve recovery from mental illness/substance abuse issues; meet basic sustenance needs; and improve their overall quality of life, per consumers' report. Although all services provided are included in the person-centered-plan and performed under the supervision of the ACTT program manager and psychiatrist, such supervision does not involve immediate oversight of all job functions. Therefore, this employee conducts most of his/her work independently with a high degree of freedom to act based on clinical judgement.

### **Essential Functions** (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

Service Provision: Delivers treatment, rehabilitation, and supportive services. These include medication management, education, and administration; individual and group psychotherapy; education on symptoms and medication side effects; and crisis intervention. Services also include case support (e.g., assisting consumers with meeting their needs in the areas of housing, financial supports, physical health, and recreation and socialization); coordination of medical care with psychiatric care; and support with activities of daily living (such as skill training and/or assistance in the areas of money management, performance of household activities, meal preparation, and grooming/personal hygiene).

Medication Management: Under the direction of the team psychiatrist and in collaboration with other nurses on the team this employee will manage pharmaceuticals and medical supplies, and organize a system for getting medications to clients as needed and appropriate. The ACTT Nurse will oversee management and administration of medications for consumers who are unable to do so independently. The Nurse will arrange for required lab work according to protocol. In collaboration with the psychiatrist, the Nurse will evaluate and chart the effectiveness, complications, and side effects of each consumer's psychotropic medications.

Assessment: Perform a comprehensive, initial and ongoing assessment of each consumer's history with a particular focus on medical history to include vitals and weight checks and monitoring. Delivers ongoing assessment of consumers' symptoms and response to treatment, rehabilitation, and supportive services.

Coordination/Liaison: Coordinate services with all team members. Must communicate promptly and effectively any changes in a consumer's status to the rest of the ACT Team. Facilitate services with other medical providers (e.g., MD's, RN's, FNP's, and treatment teams at inpatient facilities). Liaison between the consumer/team and family members.

Documentation: Document the consumer's progress and maintain a permanent record of each intervention/activity performed on behalf of the consumer, according to established and approved policies and procedures. Update service plans as the needs of the consumers change. Primary responsibility for completion and/or oversight of documentation for a defined case load.

**Supervisory Responsibilities, if any** (*The scope of the person's authority, including the positions that report to the incumbent.*):

**N/A**

**Qualifications (Minimum Job Requirements):** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: Must hold a degree in nursing from an accredited school. Bilingual applicant desired.

Experience: A minimum of one year of experience in a psychiatric treatment facility (either inpatient or outpatient setting) is preferred.

Specific skills/abilities: This position requires flexibility; sensitivity to varying cultural issues; acuity in psychosocial assessment; a demonstrated ability to share information with members of a team in a timely and accurate manner; strong organizational skills; and skills in the area of time management. Knowledge of Microsoft Office software (Word, Excel). Bilingual (English-Spanish) applicants desired.

These characteristics include sensitivity and the ability to form lasting relationships with persons who may have difficulty trusting. In addition, the ability to establish effective working relationships with members of community organizations – and to work collaboratively with professionals, consumers, and family members – will enhance the employee's job performance. The successful applicant needs to be able to engage in creative problem-solving and have the ability to withstand a high degree of stress. He/she must have a demonstrated commitment to client rights and personal preferences in treatment.

Specialized knowledge, licenses, etc: Must be licensed as a registered nurse in the state of North Carolina. Suitable applicants will be familiar with the characteristic symptoms of severe and persistent mental illnesses (such as schizophrenia and bipolar disorder) and have a strong knowledge of psychotropic medications (their use and potential side effects). In addition, the employee must have a valid driver's license and must maintain a safe driving record, acceptable to the insurance carrier for LSC-Child/Family Services.

**Preferences (Optional):** (*Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual*).

**N/A**

**Working Conditions/Physical Requirements:** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Usual office conditions apply, sitting at desk in front of computer.
2. Ability to bend, stoop, lift and carry, reach overhead.
3. Ambulatory throughout all areas.
4. Home visits to residences that may be dirty/excessively smoke-filled (cigarettes). - 20%
5. Searching for clients in areas known for street drugs, drug use, and related crime . - 5%
6. Meeting with clients who have decompensated and become agitated/threatening. – 5%

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***