

Western Montana Mental Health Center
7 13th Ave
Polson, MT 59860
Phone: (406) 872-0474
Fax: (406) 278-6714

Position: LPN/RN (On-Call Relief)

Close Date: Open Until Filled

Hours: Various

Job Summary: Under the clinical supervision of the on-call LHCP and accountable to the Program Supervisor or Executive Director, the On-Call Nurse performs professional nursing duties for clients presenting with behavioral health issues in a Crisis Stabilization Facility setting. Coordinates care and services within a treatment team approach through the provision of assessment, triage, communication with prescribers, medication administration, taking and recording vital signs, continuous evaluation, and client education as needed. Acts as a positive role model through good work ethic, fairness, flexibility and commitment to appropriate and direct communications; demonstrates energy and enthusiasm for Western's mission and vision.

Essential Job Responsibilities:

Responds to phone call within 15 minutes and responds to on-site location within 30 minutes of response to initial call from the crisis facility to:

- Provide nursing care (assessment, triage and medication administration planning) as part of crisis facility admissions.
- Take and record vital signs as necessary or ordered by a LHCP.
- Medication administration to include: secure medications, fill medication organizer boxes, deliver/administer required medications and/or observe the client's self-administration of medications. This may also include providing injections as necessary or ordered by a physician.
- Contacts/coordinates with on-call LHCP as needed for medical consultation.
- Document medication information in EHR e.g. Medication Administration Records (MARs) and Medication Error Incident Reports as per WMMHC policies and State standards.
- Reports medication changes to the treatment team in accordance with the specific program and Western clinical policies.
- Meet with clients as part of the discharge process to review medications and provide education as needed to enhance the client's own medication management skills.
- Provide client outreach post-discharge when requested by Supervisor.
- Destroys outdated or discontinued medications per destruction policies and procedures.
- Attends and participates in all required training activities and meetings unless excused by the Supervisor.

Job Requirements:

- Licensure as a Licensed Practical Nurse or Registered Nurse in the State of Montana.
- Montana Driver's License with acceptable driving record per Western's requirements if required to transport clients while on work duty.
- Must provide proof of auto liability insurance limits as required by Western.

Education & Knowledge:

- Graduation from an accredited college with a Bachelor's or Master's Degree in nursing preferred.
- Graduation with a two-year degree required, such as A.S. in Nursing.
- Minimum of one year of experience working with clients with mental illness and/or addictions.

- Comprehensive knowledge of nursing principles and practices related to behavioral health disorders (mental health and/or substance abuse), and medication administration, monitoring and documentation within a behavioral health environment.
- Demonstrates knowledge of and effective use of electronic health records (EHR) applications.
- Applies understanding of federal, state and agency regulations regarding privacy and confidentiality of PHI.
- Ability to apply appropriate boundaries.
- Competency with Microsoft Office products.
- Must have excellent verbal and written communication skills to document client care and provide information to others via e-mail, written documents, or other means.
- Demonstrate ability to re-prioritize tasks on a routine basis due to changing needs of clients.
- Consistently establish and maintain professional working relationships and work effectively in a team environment.
- Must have reasoning ability to define problems, and collect appropriate data and information to assist with decision making for among the care team.
- Ability to communicate diplomatically, professionally, and utilize effective persuasion to work with clients and their families with mental illness issues.