

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Advanced Registered Nurse Practitioner (Psychiatric)

DEPARTMENT: Quil Ceda Creek Counseling Company

JOB DESCRIPTION: The Psychiatric Nurse Practitioner is responsible for providing psychotherapy and medical evaluation to a range of clients having mental illness and substance abuse disorders.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

NOTE: *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: Medical Director

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- Graduate of an accredited advanced practice nursing school with a minimum of a Master's Degree in nursing.
- Must be Board Certified as a Family Nurse Practitioner (ANCC, AANP, FNP-BC)
- Must be a Licensed Nurse Practitioner (Psychiatric) in good standing with the State of Washington.

SKILLS:

- Knowledge of the etiology of serious mental illness, developmental, and substance abuse disorders and their treatment by a variety of appropriate therapeutic interventions including psychopharmacology, nursing practice and medical evaluation, and physical diseases and their treatment.
 - Knowledge of community resources and networking techniques, and of psychiatric and medical emergency stabilization.
 - Knowledge and adherence to state (RCW, WAC) and federal confidentiality regulations (42 CFR part2). Applicants must always conduct self ethically and professionally.
 - Knowledge of HIPAA and PHI requirements.
 - Knowledge of common office and administrative procedures.
 - Skills in the operation of a personal computer and standard office programs and equipment.
 - Ability to maintain excellent personal and ethical boundaries. Empathy and good communication skills. Motivational interviewing skills or a desire to learn MI.
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- Ability to work in a cross-culture environment and understand the social and cultural context of the patients at the Quil Ceda Creek Counseling Company, understanding the role of trauma, historical, community, family, and personal experience in wellness and recovery.
- Ability to prioritize multiple tasks with frequent interruptions.
- Ability to provide excellent customer service.
- Ability to establish and maintain effective working relationships with patients, staff, and outside agencies.

EXPERIENCE:

- Two (2) years' experience as a Psychiatric Nurse Practitioner
- Substantial experience in substance abuse treatment strongly *preferred*.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Valid and unrestricted Washington State Driver's License.
- Will be required to attend, complete and keep current CPR, BBP, AED, First Aid and any training deemed necessary. HIPAA training upon hire.
- Must provide proof of COVID vaccination.
- This person must sign an oath of permanent confidentiality covering all patient related information.
- Ability to sit extended periods, up to eight hours per day.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Dexterity to operate personal computer, and to accomplish routine paperwork.
- Ability to stoop and bend for routine filing duties.
- Employment is contingent upon successful completion of a pre-employment background check

SPECIFIC JOB PERFORMED:

Specific duties and day-to-day tasks of the **Advanced Registered Nurse Practitioner (Psychiatric)** are prompted by assignments, and by requirements to fulfill responsibilities established by the Supervisor. These duties include, but are not limited to, the following:

- Conducts medication assessments and crisis response to both new and existing clients.
- Develops individual service plans based upon assessment data and provide therapeutic interventions as necessary to include the provision of on-going medication management services.
- Provides consultation and health education to Quil Ceda Creek Counseling Company staff, caregivers, and clients as it is relative to the treatment and medication needs of the clients.
- Maintains documentation of services including patient service plans, progress notes, medication informed consent, treatment plan reviews, and all other required information within Quil Ceda Creek Counseling Company.
- Interprets diagnostic or laboratory tests such as electrocardiograms (EKGs), renal functioning tests, and medication serum levels.
- Writes prescriptions for psychotropic medication as state and federal regulations allow.
- Meets regularly with Mental Health and SUDP Counselors to identify and coordinate optimum treatment plans for enrolled clients.
- Collaborates with consulting Psychiatrists as necessary to establish ongoing care of complex patient scenarios.

- Develops practice protocols for mental health problems based on review and evaluation of published research.
- Provided general health counseling services under the supervision of the Medical Director and follows the progress of patients. Makes appropriate records of findings during examinations and submits charts to the Medical Doctor for review and signature.
- Monitors organization-wide performance improvement activities as a member of the medical team and participate in staff meetings and/or consultations as requested.
- Performs other duties as assigned.
- Adheres to all QCCCC Policies.

TERMS OF EMPLOYMENT: This is a Regular Part-time position, requiring less than 30 hours per week, or 1040 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.