**Hope – Empowerment – Purpose**

**Make a difference!**

**Cobb County Community Services Board**offers a generous benefits package for **full time employees**, which includes employee Retirement Plan, Paid Holidays, Paid Time Off (PTO); Health, Dental, Vision, Legal, Short Term Disability, Long Term Disability, Critical Illness (AFLAC), Life Insurance, Flexible Spending Account and Dependent Care Account.

**+Shift Differential for Nights & Weekends**

**+$2000 Sign-on Bonus for Full-time RNs**

**JOB TITLE**: Registered Nurse

**PROGRAM**:  Crisis Stabilization Unit

**FLSA STATUS:** Non-Exempt

**SHIFT**: 7:00PM – 7:00AM

**REPORTS TO**: Crisis Stabilization Program Manager

**JOB SUMMARY**: Registered Nurse (RN) is responsible for the delivery of quality individual care through the nursing process of risk assessment, admissions, discharges, administering medication, unit management, and crisis management on the Crisis Stabilization Unit. Crisis Stabilization Unit (CSU) is a 24 hour, 365 days a year short term medically monitored unit with 28 beds for the purpose of providing psychiatric stabilization and detoxification from drugs and alcohol. It serves as a first line community based alternative to hospitalization. The annual average length of stay in the crisis beds of the CSU does not exceed eight calendar days.

A Registered Nurse (RN) at the BHCC may work on any of the 3 areas of the BHCC to include the Crisis Services Center, Temporary Observation or the Crisis Stabilization Unit. The Crisis Service Center operates 24 hours a day, 365 days a year to provide short-term intervention designed to be time limited, generally a single episode of intervention that stabilizes the individual and moves the individual to the appropriate level of observation. The Temporary Observation unit provides a physically secure and medically safe environment during which an individual in crisis is further assessed, stabilized and referred to the next appropriate level of care for up to 23 hours and 59 minutes.

**DIRECT SERVICE:** **75%**

* Complete all admission and discharge paperwork including nursing assessments on individuals with mental health/substance abuse symptoms exhibiting a state of crisis and needs with development of nursing care plans
* Monitor all aspects of individual care, including diet and physical activity and report any concerns to the APRN and CSU Program Manager
* Monitor, record and report symptoms and changes in individuals' conditions by observation using proper nursing care to the APRN and CSU Program Manager and document individual progress or lack thereof
* Complete required daily shift note for all individuals on CSU
* Ensure all chart checks, CIWA, COWS, vitals are completed on the shift and all required logs (refrigerator, temperature logs) are updated on the sift
* Transcribe orders if needed
* Complete daily assignment sheet
* Review/update BHL board to ensure accurate and complete census
* Maintains stock of supplies in department
* Provide education to individual and/or family in line with appropriate Release of Information
* Provide education to individuals regarding treatment and aftercare individually
* Facilitate groups and activities on the unit with the individuals
* Assist with service related compliance
* Intervene, stabilize and manage acute crisis situations as needed.
* Consult with other outpatient site staff regarding individual’s treatment.
* Assist in training co-staff in areas relating to service specialties as needed.
* Maintain confidentiality for all indirect/direct service in accordance with agency policies and HIPAA policies.
* Demonstrate competency for Blood Glucose Monitoring, Alcohol Breathalyzer, Urine Drug Screen, Pregnancy Test, and PPD skin tests
* Monitor and document all ordered labs, screenings, and results such as PPD, Blood Glucose, UA, RPR, Blood Chem, and CBC
* Perform safe phlebotomy practices when drawing blood labs
* Assist with seclusions and restraints when necessary and complete all required paperwork (i.e. seclusion/restraint packets and incident reports by the end of the shift)
* Attend case staffing/treatment team meetings
* Other responsibilities and tasks as may be assigned.

**ADMINISTRATIVE**: **25%**

* Maintain clinical records in accordance with agency policies.
* Ensure timely completion of agency required trainings/workshops.
* Participate in meetings as needed.

**KNOWLEDGE, SKILLS & ABILITIES**

* Knowledge of necessary appropriate therapeutic boundaries for working with vulnerable populations.
* Knowledge of addictive diseases and/or mental health disorders and their impact on an individual’s functioning.
* Excellent verbal and written communication skills.
* Exceptional time management skills and attention to detail.
* Familiar with computer hardware and software including Microsoft Office products (Word, Excel, PowerPoint, Outlook), e-mail, fax, and scanning.
* Ability to work independently and carry out a variety of critical and time sensitive projects without detailed instructions.
* Ability to work with diverse individuals to collect the necessary information.
* Ability to maintain the confidentiality of sensitive information obtained through the course of completing assignments.
* Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions, which may impact pre-established timelines and courses of action for completing projects and assignments.
* Ability to establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders.

**KEY PERFORMANCE INDICATORS (KPIs):**

* Maintain agency performance expectations 100% of the time.
* Complete and provide quality, collaborative service documentation 100% of the time by end of shift/same day.
* Nursing Assessment tools used accurately based on level of care 100% of the time.
* 99% accuracy on entering information in ECR.
* 100% of required trainings will be completed within specified time frames.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**:

* Working in a climate controlled environment
* Dealing with interruptions and changes in work priorities
* Standing for extended periods of time
* Occasional lifting up to 15lbs

**MINIMUM QUALIFICATIONS**:

1. Education – Associates Degree in Nursing
2. Licensure/Certification – Georgia License as Registered Nurse Professional
3. Experience – Knowledge of assessing, planning for, and provide basic nursing skills
4. Other - Criminal background check clearance, official academic transcripts, valid driver’s license/ID

drug screen, TB test

**PREFERRED QUALIFICATIONS**:

1. Bachelor’s Degree in Nursing
2. Experience – One (1) year of experience working in a psychiatric inpatient/outpatient setting