

Job Title: Psychiatric Nurse

Hours: Monday- Friday 8:00AM- 4:30PM- Ottawa, LaSalle, Princeton, Morris

Salary: \$20.70 (Exact salary calculation is made based on education and experience)

Job Summary

The Nurse Care Coordinator works within the interdisciplinary team and the provider to ensure linkage to appropriate medical and behavioral health treatment and resources.

Duties

- Conduct a physical health assessment and a preventative care screening to assess, monitor, and follow up with the client's medical and behavioral health needs.
- Collaborate and communicate with all members of treatment team including therapists, case managers, nurses, medical providers, psychiatrists, specialists, pharmacies, and anyone else involved in the client's care.
- Complete any necessary assessments, screenings and diagnostics needed to manage the client's healthcare needs.
- Assist in establishing a comprehensive plan of care with the client, interdisciplinary team and providers to appropriately address the client's needs.
- Communicate any issues or changes, related to the plan of care, to the client and all members of the treatment team.
- Gather sufficient information from all relevant sources to determine the effectiveness of the plan of care to ensure it is done in an accurate, safe, timely, and cost-effective manner
- Coordinate referral to the appropriate level of care and follow up to ensure clinical outcomes are achieved.
- Identify and facilitate resolution of clinical and operational roadblocks to achieve optimal outcomes by identifying alternatives as needed
- Document all communication, treatment, assessments and interventions in the client's electronic health record (EHR).
- Maintain accurate clinical records and documentation to ensure all required metrics are being met.
- Closely monitor the progression of care, ensure appropriate utilization of resources and efficiency throughout the client's treatment.
- Support and assist clients in navigating the healthcare system, acting as advocates and providing resources when necessary.

Skills/Abilities

- Excellent interpersonal skills, including demonstrating empathy and compassion
- Skills and ability to complete health screenings and provide nursing interventions
- Ability to engage clients and families
- Ability to work collaboratively in a multi-disciplinary team
- Excellent time management skills with a proven ability to multitask
- Excellent analytical skills
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with electronic health records and computer programs

Requirements

- LPN or RN licensed with the State of Illinois
- 1-2 years' experience working in a healthcare setting, preferably in care coordination
- Preferred experience working with behavioral health clients
- 25%-50% of time spent walking or standing, travel 10%

Salary and Benefits

- Salary base equivalent to experience and education, with potential increases each year.
- Health, Dental and Vision insurance
- Agency paid life insurance
- Optional long term disability
- Agency paid in 401K with match
- 10 Paid Holidays
- 19 PTO days