



Nurse Manager

Location: Pierre, SD

Agency: Capital Area Counseling Service

Employment Category: Full-time

Employment Type: Salary

Wage: \$59,280/yr.

Position Description

Provides health care for individuals with mental illness by assessing needs and implementing appropriate nursing interventions of patients, determining if a physician's attention is necessary and following orders given by a physician/Certified Nurse Practitioner to ensure patient health care needs are met.

Responsibilities for this position include:

- Improves organizational effectiveness while adhering to the organization's culture and values
- creates a culture of ongoing improvement and alignment around common goals.
- Coordinates the clinic operations to ensure proficiency and quality service is delivered
- Responsible for day-to-day scheduling of clinic staff and coordination and scheduling of patient visits
- Supervises other full-time and part-time nurses
- Completes comprehensive patient assessment and formulates or updates nursing care plans
- Assesses the patient's physical condition
- Provides comprehensive patient care according to the individual's treatment plan
- Assesses the physical needs of patients, observes patients for illness or injury, and answers questions of staff regarding behavior of patients
- Conducts group and individual activities appropriate to treatment plans when needed.
- Administers medications and treatments as prescribed by a physician/CNP to ensure patients' medical needs are addressed and side effects from medications and treatments are documented
- Monitors patients' response to medications and treatments and relays data to the physician/CNP
- Explains prescribed medications and treatments to patients and staff
- Provides basic medical care, determines if physician/CNP's care is needed and necessary, and make arrangement for obtaining it
- Provides input during treatment team meetings to develop a comprehensive treatment plan for each patient
- Evaluates and documents specific health problems of patients, determines what action is necessary and administers medications as appropriate
- Maintains patient records to maintain adequate and accurate patient data
- Completes special reports and forms
- Management of physician staff and contract professionals
- Instructs staff on cardiopulmonary resuscitation
- Provides Medication Aide training, certification, and monitoring

- Reviews adult group home applicants
- Creating and managing the med admin. schedule
- Develop nursing on-call schedule and be in the rotation
- Manage med clinic referrals
- Ensures compliance with all State, Federal and agency regulations and standards

Requirements

- Registered Nurse (RN) in South Dakota
- Experience in mental health preferred
- Prior supervisory experience preferred but not required
- Knowledgeable in current nursing theory and practice
- Strong leadership skills
- Skills in crisis and emergency management
- Ability to work as part of a team
- Ability to collaborate with healthcare providers for continuity of care
- Excellent computer skills/proficient in computer applications, specifically MS Office
- Ability to multi-task and prioritize work
- Problem solving skills
- Excellent communication skills, both verbal and written
- Strong organizational skills
- Ability to meet deadlines
- Requires the application of independent judgment and effective communication skills.

To apply go to www.cacsnet.org and complete our application. Email the completed application and your resume to kellie.shuman@cacsnet.org

For questions contact Kellie Shuman at 605-224-5811.