



## **Psychiatric NP or PA - Mental Health/Addiction – Job Description**

### **Summary:**

As a Psychiatric NP or PA - Mental Health/Addiction, you will be responsible for communicating with outside sources, patients, parents, doctors and staff regarding patients. Psychiatric NP or PA - Mental Health/Addiction plays an essential role in providing excellent customer service; they create the first impression of the company and they reflect the attitude of the company. The target is to complete all activities accurately, with high quality and in a timely manner.

### **Responsibilities**

- Prescribes, directs, or administers psychotherapeutic treatments or medications to treat mental, emotional, or behavioral disorder;
- Orders, analyzes and evaluates patient data or test findings to diagnose nature or extent of mental disorder;
- Promotes positive treatment outcomes and client safety by providing tele-health and/or in- person services as directed by clinic leadership
- Performs psychiatric assessments and evaluations;
- Designs, executes or approves individualized care plans, using a variety of treatments;
- Prescribes and monitor medications and other treatments
- Document and maintain updated medical records including diagnosis, treatment plans, progress notes, medications prescribed, and other relevant patient information.

### **Qualifications:**

- Masters or Post-Masters degree in Psychiatric Mental Health Nurse Practitioner or PA
- ANCC or AANP board certified
- Current and valid licensed Psychiatric Mental Health Nurse Practitioner license in California.
- DEA schedule 2, 2N-5 license in the state of California
- At least 3 years of experience as a Nurse Practitioner or PA (Preferred)
- Previous experience providing psychotherapy to adults and/or children preferred
- Valid CA drivers license
- Familiar with crisis assessment tools and techniques
- Proficient in Google Workspace, Zoom, Microsoft Office, EMR's and ePrescribing

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Customer Service** – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** – Maintains confidentiality; Keeps emotions under control; Remains open and tries new things.

**Oral Communication** – Speaks clearly; Listens and gets clarification; Responds well to questions

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Ethics – Treats people with respect; Works with integrity and ethically; Upholds organizations values.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time.

Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for actions; Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity and speed.

Safety and Security – Observes safety and security procedures; Reports potentially unsafe conditions.

Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; Seeks increased responsibilities; Asks for and offers help when needed.

I \_\_\_\_\_ have read the above job description; I understand and agree to the terms.

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*Employee Signature*

\_\_\_\_\_  
*Date*