

FORT BELKNAP INDIAN COMMUNITY

TITLE: Psychiatric Mental Health Nurse Practitioner (PMHNP) **SALARY:** DOE/Negotiable
PROGRAM: T-HIP/THD **STATUS:** Permanent/Full Time
DEPARTMENT: Tribal Health **LOCATION:** Reservation Wide

Supervision Received: Chief Health Officer, Tribal Health Director

Position Summary

The Psychiatric Mental Health Nurse Practitioner (PMHNP) will provide outpatient psychiatric evaluation and medication management services for the Fort Belknap Tribal Behavioral Health department. The PMHNP will work in coordination with Fort Belknap's outpatient counseling services to provide psychiatric services to adult and youth clients with behavioral health issues. This position will require full independent practice as is allowed by their licensure within the state of Montana. Liability insurance will be provided under the Federal Tort Claims Act. The PMHNP will work out of the Fort Belknap Agency area but may be expected to also work within the local school systems and at a satellite clinic in Hays, Montana. The PMHNP will work in collaboration with ancillary staff to coordinate client care, assist with insurance pre-authorization, and caseload management.

Job Requirements and Qualifications:

Minimum Required Education:

- Master's or Doctorate Degree in Nursing with focus on Psychiatric nursing
- Graduate of a school of professional nursing approved by one of the following accrediting bodies at the time the program was completed by the applicant: The Accreditation Commission for Education in Nursing (ACEN) or The Commission on Collegiate Nursing Education (CCNE).

Minimum Required Experience:

- At least 1-2 years providing direct client care to persons receiving treatment for psychiatric disorders preferred but will consider new graduates
- Ability to work with both adult, group, family and youth/child populations

Preferred Experience:

- 3+ years of experience as a psychiatric provider

Licenses/Certifications:

- Must be board certified by the American Nurses Credentialing Center (ANCC) in Psychiatric Mental Health (PMH) as a Psychiatric Mental Health Nurse Practitioner (PMHNP)
- Current, full, active, and unrestricted Advanced Practice Registered Nurse (APRN) in any State, Territory or Commonwealth of the United States
- Must have a valid DEA number and unrestricted DEA license
- Registration with the state Prescription Monitoring Program (PMP)
- No suspension/exclusion/debarment from participation in federal health care programs (e.g. Medicare, Medicaid, SCHIP)
- Maintain credentials and licensure with all major insurance companies and licensing boards with the assistance of Fort Belknap Third Party Department.

Other Skills Required:

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- Experience in delivering high-quality, client-centered care
- Able to document and navigate EHR independently
- Ability to maintain strict client confidentiality
- Ability to effectively communicate and interact with individuals involved in all aspects of programming – children, parents, school faculty and staff, grantors, funders, partner Federal/State/Tribal agencies, members of the community and Fort Belknap Tribal team members
- Serves as a representative of Fort Belknap Tribal Health, displaying courtesy, tact, consideration and discretion in all interactions with Provident team members, clients, school system staff and faculty, grantors, funders, regulators and members of the general public
- Proficient computer skills, including working knowledge of Microsoft Office Suite
- Ability to work effectively on multidisciplinary team
- Language Skills: Ability to read, analyze and interpret general and professional documents. Ability to write routine reports and correspondence. Ability to effectively present information in one on one and small group situations
- Must possess the ability to make independent decisions when circumstances warrant such action
- Ability to foster teamwork; train and direct the work of team members and colleagues
- Excellent organizational skills, including the ability to work productively and make independent decisions.

Supervisory Responsibilities:

- None

Fiscal Responsibilities:

- None

Working Conditions / Environment:

- Full time equates to 40 working hours per week.
- Flexibility in setting work schedule, with work hours falling between 7:00 am and 9:00pm.
- Probationary period may be required.
- Continuously meet minimum required hours of direct services to clients each week, allowing remainder of work hours for documentation, meetings, trainings, and supervision.
- The noise level in the work environment is usually low. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, or crouch.

Essential Duties and Responsibilities:

- Responsible for providing psychiatric services to clients in a variety of clinical settings during scheduled hours. The scope of services includes outpatient psychiatric evaluations and medication management services.
- Assess, diagnose, and treat adults, adolescents, and children experiencing symptoms of behavioral health disorders.

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- Prescribe, recommend, or discontinue drugs and treatments to treat mental, emotional, or behavioral disorders.
- Collaborate with counselors, social workers, or other treatment team members to coordinate client care.
- Responsible for timely and accurate completion of medical records, including assessment, treatment plan, progress notes, outcome measures, and billing entries.
- Counsel clients during appointments, as necessary.
- Design/participate in the development of individualized treatment plans, incorporating best and leading practices into treatment interventions.
- Examine or order laboratory or diagnostic tests for clients to provide information on general physical condition and mental disorders.
- Collaborate with guardians, relatives, and significant others on client's conditions and treatment when clinically appropriate.
- Prepare and submit assessments, progress notes, reports, and summaries to entities/agencies (funders, insurance companies, etc.) as required.
- Return calls and emails promptly (within 24 hours of receipt or sooner if clinically necessary)
- Respond to client emergencies and be accessible to clients 24/7 on an as-needed basis.
- Responsible for making independent decisions based on protocols developed utilizing national guidelines for treatment interventions.
- Responsible for maintaining customer relations with all agency staff and clients.
- Maintain medical records and complete all charting in the Electronic Health Record in a timely manner
- Records all services performed for accurate billing for services provided in compliance with all local, state and federal laws, as well as payor rules and regulations. Submits billing documents in a timely fashion.
- Looks for ways to improve and promote quality. Provides teaching and education to clinical staff, if requested.
- Follow all procedures and protocols as per Fort Belknap Tribal Behavioral Health policies and procedures
- Actively participate in all agency and department education, training, and in-services to confirm understanding of new information or changes to established clinical policies and procedures

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

***Immigrant Reform & Control Act requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.**

Review and approved

FORT BELKNAP INDIAN COMMUNITY

Approved by:

Program Manger

Date

Tribal Health Director

Date

Personnel Manger

Date

Chief Administrative Officer

Date