

EMPLOYMENT OPPORTUNITY

Center for Families and Children
Human Resources Department
4500 Euclid Avenue
Cleveland, Ohio 44103
(216) 432-7257 (Fax)
careers@c4fc.org

<u>Position:</u>	<u>Posting Date</u>	<u>Closing Date for Applications:</u>
Clinical Nurse Specialist/Mental Health	March 30, 2005	April 6, 2005 (Internal Candidates) April 30, 2005 (External Candidates)

Job Summary:

Under the administrative direction of the Director, Clinical Services and under consultation direction of the Medical Director, provides psychiatric services to agency clients/patients. Maintains required records and documentation. Provides consultation to other Center staff as requested.

Job Duties & Responsibilities:

Provides routine and emergency psychiatric evaluations for agency clients/patients. Maintains medical charts, records and documentation in accordance with standard nursing practice and agency policies. Provides assistance and direction to agency staff in establishing treatment/service plans, as needed. Prescribes and monitors client/patient medications as needed. Adheres to established policies and procedures. Consults with internal and external sources. Performs other duties as required.

Work Schedule:

Part-time or full-time from 20 hours to 40 hours per week.

Job Qualifications:

Must have a Master's degree in nursing with a valid Certificate of Authority in Ohio, allowing him/her to prescribe in accordance with Sections 4723.48 through 4723.485, Ohio Revised Code, the rules of the Board of Nursing, and within the formulary made available by the Ohio Board of Nursing and must work within a Standard Care Arrangement.

Must have at least two (2) years experience in psychiatry and mental health. Must have good communication skills and the ability to work in interdisciplinary team settings. Must have an awareness of and sensitivity to the cultural diversity of the population served. Must have the use of an insured automobile.

Application Procedures:

For consideration of this employment opportunity, please submit your application materials to the address, fax or email address noted above. Internal candidates must apply by forwarding an Internal Applicant Bid Form and résumé to the Human Resources Department. (An employment application can be accepted in place of a resume.) External candidates must submit two copies of their résumé and cover letter if applying by postal mail.