

Announces an  
**OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR  
PSYCHIATRIC NURSE PRACTITIONER-STAFF ASSOCIATE**

**NON-REFUNDABLE FILING FEE:** A \$15.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater, for each credit card transaction. **CASH IS NOT ACCEPTED**

**LOCATION OF POSITION:** Greene County Department of Mental Health; the list resulting from this examination will be used to fill vacancies as they occur within that Department.

**RESIDENCY REQUIREMENTS:** There are no residency requirements for filling applications, but preference in appointments may be given to Greene County residents. (C.S. Law #23, Para 4, Sub Para 4-a)

**SALARY:** Varies depending on full-time or part-time – inquire as to salary

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for providing psychiatric nurse practitioner services with advanced knowledge of psychopharmacology and prescriptive authority for psychotropic medications for clients of the Community Mental Health Agency. The Nurse Practitioner in Psychiatry works in collaboration with a physician in accordance with written protocol, performing specialized duties in clinical settings or homes when indicated, performs mental health assessments, manages the care of patients within the field of psychiatric mental health, and provides health education to patients. The incumbent must possess the clinical skills to exercise independent judgment as a medical provider within the guidelines of agreements and protocols. The Nurse Practitioner assesses the physical and psychological status of clients by means of interview, health history, and physical examinations as relevant and diagnostic tests. Consistent with the medical protocol established by collaborating physician of record, the Nurse Practitioner evaluates test findings, make assessments and initiates appropriate treatment including prescription of medications and ordering of laboratory tests. Direct supervision is not a responsibility of this position, though the incumbent will participate in the supervision of Clinic Nurses. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Provides mental health care to both children, adolescent and adult clients (per collaborative agreement and credential) with a psychiatric diagnosis, in a community mental health setting (i.e. clinic, jail, home); Assesses the need for medication therapy and prescribes psychotropic medication and issues prescriptions for same per collaborative agreement, credentialing and protocol; Oversees and prescribes for medication clinics, particularly for clients who are seriously and persistently mentally ill; per collaborative agreement and protocol; Obtains detailed medical histories of clients to systematically collect data on clients' including background, physical and mental condition, medications or treatments and other pertinent information; Provides assessments, crisis response, medication, and medication injections, direct mental health services, and medical record documentation, as required; Collaborates with the physician in the delineation of standard treatment regimens, which will guide the Nurse Practitioner in the management of individual health programs; Observes signs and symptoms associated with changes in client's physical and emotional health; Monitors changes of clients with mental illness; Formulates an initial diagnosis and treatment plan for individuals with common mental health problems; collaborates with therapists or various disciplines to plan, implement, and evaluate treatment with client participation; Provides support, psychotherapy, and supportive counseling for clients in regards to psychosocial, environmental, and physical well-being; Provides assessment of the mental health and physical status of the client; Discriminates between normal and abnormal findings and makes referrals to appropriate services; Develops working relationships with primary care physicians; Instructs, counsels and guides clients, caregivers and family, as well as staff, toward the achievement of optimum health; Orders routine laboratory tests, such as CBC, blood chemistry, urinalysis, serology and etc.; Reviews cases with the physician to discuss findings and to devise plans of client care covering both medical and nursing aspects; Participates in in-service training of various staff members; Participates in clinical supervision of clinic nurses.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following;

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree, including one (1) year of clinical practicum or one (1) year of post degree professional experience in mental health or psychiatric nursing in a position involving direct service to clients; **AND**
- B. Current licensure as a Registered Professional Nurse by the New York State Department of Education; **AND**
- C. Current United States Department of Justice Drug Enforcement Administration registration; **AND**
- D. New York State certification to practice as a Nurse Practitioner in the specialty area(s) related to the work performed; **AND**
- E. Credentialed as a Nurse Practitioner in Psychiatry through American Nurses Credentialing Center.

**EVALUATION OF TRAINING AND EXPERIENCE**

**SUBJECTS OF THE EXAMINATION:** The only subject of examination will be an evaluation of your training and experience. Therefore, you are asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position. In your **summary of training** include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Additionally, include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued. In your **summary of experience**, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified. **ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED. A RESUME WILL BE ACCEPTED ONLY AS A SUPPLEMENT TO THE APPLICATION, NOT A SUBSTITUTE FOR IT.**

**APPLICATIONS ARE ACCEPTED CONTINUOUSLY:** For applications, please contact this office at the above address or visit our web site @ [www.greenegov.com](http://www.greenegov.com).