

**COUNTY OF SOLANO**  
**MENTAL HEALTH NURSE I**

**Est: 8/06**

**DEFINITION**

Learns to perform professional nursing duties including assessment, treatment, and dispensing medication; learns to manage, instruct, and refer mentally and emotionally disabled clients; works with children, teens and/or adults.

**CLASS CHARACTERISTICS**

This is the entry level in the Mental Health Nurse series that is expected to perform professional level nursing work under training. Employees initially work under immediate supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Work fits an established structure or pattern. This job class is distinguished from the Mental Health Nurse II in performing the less complex tasks that are narrower in scope or more complex work under the supervision of higher level staff. Positions assigned to this level exercise less independent discretion and judgment in matters related to work procedures and methods than is expected at the journey level. Positions in this classification are flexibly staffed to the journey level and are expected to demonstrate the necessary knowledge and abilities for promotion within two years.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from the Nursing Supervisor or Medical Director.

May provide technical assistance to lower level or newly hired employees.

**EXAMPLES OF DUTIES** *-Duties may include but are not limited to the following:*

Learns to conduct intake interviews of new clients; records health information family history and reason for referral; interviews patient and, as necessary, others to obtain information needed in diagnoses, treatment and supervision.

Learns to dispense and administer medications as prescribed; consults with physician regarding client response and case history; counsels clients regarding use and abuse of medications; inventories and orders medications; may be involved in the use, troubleshooting, and training medical, nursing and technician staff on the use of a medication dispensing unit.

Participates in the assessment of clients needs with physicians, social workers and other members of a mental health treatment team; consults with family members, teachers, probation officers and representatives of other agencies on diagnostics treatment and case disposition matters.

Monitors patients' general health status; obtains and records vitals; performs various screening and diagnostic tests; obtains, submits and reviews results of laboratory tests.

Participates in individual, group and/or family treatment sessions; conducts brief, spontaneous individual counseling of patients and family members; encourages physical health by teaching clients on various health and safety related issues.

Plans, develops and implements programs designed for client education and rehabilitation; provides follow-up on medical needs.

Prepares reports for representatives of support service agencies to assist clients and their families in obtaining needed services; prepares client progress notes and summaries.

Performs various related tasks; documents and reports necessary information to police or probation officers; completes required forms and documents; demonstrates desired behaviors and communications techniques.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Basic principles, practices and skilled techniques of nursing and related medical theory.

Medical terminology and equipment.

Diseases commonly treated in clinics including symptomology and disease processes.

General nutrition.

Medical equipment operation.

Use and effects of medications.

Legal environment of nursing.

Community health and social services.

Basic medical records management practices.

Clinic operations, practices, routines and protocols.

Basic principles and techniques of counseling and interviewing.

Emotional growth and development.

**Skills to:**

Utilize basic office equipment.

Uses medical supplies and equipment.

**Ability to:**

Perform nursing care and supervision of mentally and emotionally disabled under supervision from higher level staff.

Learn to interview patients to obtain medical histories, treatment, response information and other data needed in patient diagnosis, treatment and supervision.

Learn to develop treatment plans.

Establish and maintain effective and productive communication with other mental health professionals; establish rapport and communicate with mentally disabled individuals.

Learn to distinguish between physically and emotionally related illnesses.

Determine the appropriate course of action in emergency or stressful situations.

Research regulations, procedures and/or technical reference materials.

Learn to perform triage for the most severe cases, and make referrals to local and regional providers of social, medical and/or other specialized services.

Co-lead group counseling sessions.

Maintain confidentiality of information.

**Experience and Education/Training**

**Experience:**

Some psychiatric nursing or community mental health nursing experience is desirable.

**Education/Training:**

Associate's degree in Nursing or diploma in Nursing from a three year RN program.

**SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid Class C California driver's license may be required.

Possession of a valid license to practice as a Registered Nurse in the State of California.

Possession of a current CPR certificate.

### **SUPPLEMENTAL INFORMATION**

Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

Candidates for some positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Incumbents must be able to work in an environment that may include exposure to communicable disease, violence, or a hostile environment.

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Director of Human Resources

**CSC Date:** August, 2006