



**JOB POSTING
EFFECTIVE 1-1-2025**

POSITION TITLE: Psychiatric Nurse
LOCATION: Human Services – Behavioral Health
HIRING RANGE: \$66,888 - \$74,319
STATUS: Full Time
HOURS PER WEEK: 40
WORK HOURS: 8 am – 4:30 pm

APPLICATION DEADLINE: Ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION
October 2024**

POSITION TITLE: Psychiatric Nurse – Crisis Center
DEPARTMENT: Human Services – Behavioral Health Services
PAY BASIS: Salaried

PURPOSE AND SUMMARY:

To provide overall nursing support services to clinic providers and to manage all aspects of medication management services for the residents of the crisis center with a goal of contributing to the improvement of the mental health of the consumers served by the department.

ESSENTIAL FUNCTIONS:

1. Work collaboratively with providers, therapists, crisis workers, and case managers to ensure that clients are receiving medications in an accurate and timely manner. This

includes administration of ordered injections, coordination of prescriptions and insurance prior authorizations with pharmacies, managing sample supplies, and educating consumers about their prescribed medications.

2. Serves as a resource to department staff with regards to the medical and psychiatric needs of the consumers. This function includes obtaining vital signs, performing other health assessments, and reviewing lab work as well as communicating with other providers involved in the consumers' care to ensure continuity, rectification of the record, and to prevent overlapping care.
3. Facilitates and oversees all nursing related duties at the Winnebago County Crisis Center including updating and maintaining medication related policies and procedures, administering injections as ordered, training crisis center staff on complicated medication or health related problems, and completing admission health assessments and TB skin tests.

ADDITIONAL ESSENTIAL DUTIES:

1. Assists with management of medication budget.
2. Collaborates with case management and crisis staff to respond to medication related questions from consumers.
3. Travels to consumers' residences when needed to provide medication related services including administration of injections.
4. Assists with developing and maintaining medication related policies and procedures.
5. Educates consumers and staff regarding use of prescribed medications and possible side effects.
6. Maintains electronic health records.
7. Addresses and resolves conflict and manages stress in a professional manner, including actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress.
8. Applies Trauma Informed Care principles and practices, with a strong commitment to fostering a positive, healthy work culture.
9. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Crisis Center Supervisor.
2. Works with LPN/RN – Psychiatric Nurses, Psychiatrists, Advanced Practice Nurse Prescribers, crisis staff, case management staff, therapists, clerical staff and providers and pharmacy staff at other agencies in the community.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Nursing degree (BSN preferred) with current RN licensure in State of Wisconsin required.
2. Experience working with persons diagnosed with a broad range of psychiatric illnesses.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work in a team environment, accepting delegated tasks but also providing delegation to other staff when appropriate.

2. Ability to effectively communicate with varied and diverse staff and clientele.
3. Ability to ensure strict confidentiality of psychiatric treatment services per department guidelines and state administrative code.
4. Working knowledge and understanding of Trauma Informed Care preferred.
5. Ability to effectively address and resolve conflict and to manage stress in a professional manner.

PHYSICAL REQUIREMENTS:

1. Possess current valid driver's license and access to a vehicle to perform required work duties.
2. Must provide evidence of meeting or exceeding the minimum automobile liability
3. Ability to access second floors in private homes for purposes of assessment and service provisions.