

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED:** 06/05/13  
**Date Revised:** 08/29/17

**TITLE OF POSITION:** Children's Community Action Team (CAT) Nurse

**POSITION NUMBER:** 25-02

**PROGRAM:** Children's Services

**COMPONENT:** Children's Community Action Team (CAT)

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Licensed as a Florida Licensed Practical Nurse (LPN) or Registered Nurse (RN). At least one year of behavioral health nursing experience preferred. Experience working with children with serious behavioral health issues also preferred. Must have a valid Florida driver's license and meet all Center requirements for vehicle operations and transportation of clients in Center and non-Center vehicles.

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biannually). Successful completion of CPI (Crisis Prevention Institute) training (within six months of hiring).

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

**SUPERVISOR:** CAT Psychiatrist in conjunction with the CAT Team Leader

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$17.00 to \$23.00 per hour depending upon degree and experience (20 hours per week).

**WAGE AND HOUR STATUS:** Non-exempt

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES<sup>1</sup>:**

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Receive, transcribe, and implement physicians/ARNPs' orders for medications and treatments.
2. Observe, interpret, and report the patients' signs, symptoms, and behaviors to the appropriate team members and record same in the medical record.

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<sup>1</sup> Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

3. Provide direct nursing care to patients in conformance with accepted standards of nursing practice.
4. Monitor lab results and notify physician/ARNP of results and/or abnormalities.
5. Provide teaching to patients about medication type, purpose, side effects and other relevant considerations.
6. Collaborate with the physician/ARNP in assessment of client physical health, making appropriate referrals to community physicians for further assessment and treatment, and coordinating medical treatments with psychiatric treatment.
7. Assess patients' needs. Participate in the development of the comprehensive treatment plan for each person served at treatment planning meetings.
8. Consult with community agencies and families to support coordination in the treatment process.
9. With other team members, provide support, education, and counseling to family members of clients to help them become knowledgeable about mental illness, collaborate in the treatment process, and assist in their family member's progress.
10. Provide on-site and telephone crisis assessment and management of clients during regular work hours, during other hours, and as on-call backup to the first-line on-call staff.
11. Regularly attend organizational staff meetings to assess client status and progress, to coordinate treatment activities, and to develop treatment solutions to problems other staffs are having.
12. Participate in staff training regarding and skill development basic to the treatment of youth with Severe Emotional Disturbance and young adults with Severe and Persistent Mental Illness.
13. Document and report all nursing services within designated time frames.
14. Maintain compliance with requirements for professional licensing, credentialing, mandatory staff training and all CAT standards for assessment and treatment services..

**OTHER ESSENTIAL FUNCTIONS:**

1. Travel required between clinics and other sites including homes, schools and community locations where clients are served.
2. Perform away-from-center intervention activities.

**Physical & Other Requirements:**

Activity	Expectation
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Standing	<input type="checkbox"/> Minimal <input type="checkbox"/> Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Sitting	<input type="checkbox"/> Minimal <input type="checkbox"/> Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Driving vehicles	<input type="checkbox"/> Minimal <input type="checkbox"/> Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal <input type="checkbox"/> Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Bending and/or Stooping	<input type="checkbox"/> Minimal <input type="checkbox"/> Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal <input type="checkbox"/> Frequent	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/>
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal <input type="checkbox"/> Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>

Speaking:  Yes  No  
Hearing:  Yes  No  
Reading Comprehension:  Yes  No  
Repetitive motion with hands, wrists, arms  
(e.g keyboard, typing, handwriting, etc.)  Yes  No

Ability to lift and carry up to **20** pounds.

Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Copy received by:**

**DATE:** \_\_\_\_\_