

MINIMUM QUALIFICATIONS:

Education, Experience & Training: At least two (2) years of full-time registered nursing experience in a psychiatric facility or an equivalent combination of training and experience.

Knowledge of: Professional nursing principles, procedures and techniques used in the care and treatment of psychiatric patients; social, psychological and physical factors of mental and emotional disorders; medical and psychological terminology; control, preparation and administration of medications; State of California laws and regulations for the nursing profession; regulations pertaining to psychiatric nursing and the treatment of the mentally and emotionally disturbed patient; theories, principles and techniques of group and individual psychotherapy; organization and procedures of mental health treatment facilities and the use of multi-disciplinary treatment teams; symptoms and behavior patterns of emotionally disturbed and mentally ill patients; medical and psychiatric emergency procedures; community resources.

Ability to: Apply professional nursing care principles and procedures in the evaluation and treatment of psychiatric patients; develop interpersonal therapeutic relationships with psychiatric patients; keep accurate written charts and records of patient activities and progress; comply with laws, rules, regulations, protocols and procedures, including security requirements, applicable to psychiatric facilities; use professional judgment to ascertain and to apply appropriate intervention techniques with patients in crisis; work cooperatively with medical and mental health professionals in a multi-disciplinary treatment setting; assist in formal and informal individual and group counseling; communicate effectively, orally and in writing, with patients, their families and fellow staff members; participate with in-service training and education.

LICENSES AND CERTIFICATION:

A valid **Registered Nurse license issued by the state of California**. Failure to maintain such license will be cause for termination. **Current CPR certification required**. Bilingual (English/Spanish) individuals are encouraged to apply. Bilingual pay is available to those that qualify.

PHYSICAL & MENTAL DEMANDS:

The employee is regularly required to sit, walk or stand; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift, push or move more than 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus; use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; observe and interpret complex situations; learn and apply new information or skills; perform work on multiple, concurrent tasks; and interact with program management, staff, clients, clients' family members and others encountered in the course of work. The employee may have occasional contact with abusive and physically violent patients.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice.

FILING APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, or otherwise as stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; LTD, health, life and dental insurance's; credit union; payroll savings plan; Social Security and Retirement Plan.

HOURS

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

PROBATIONARY PERIOD

All regular appointees serve either 120 days or 6 months probationary period.

CITIZENSHIP/IMMIGRATION STATUS

NEIGHBORHOOD HOUSE ASSOCIATION hires only U.S. citizens, and lawfully authorized alien workers in accordance with the Immigration Reform Act of 1986.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

AA/EEO/H/V EMPLOYER