

# Public Health Nurse II

## Behavioral Health Coordinator

### Description of Work

To coordinate and implement services in the agency's behavioral health program to assure continuity of care for clients. The Behavioral Health Coordinator will serve as a client navigator.

#### Administration:

1. Coordinate the department's Behavioral Health services, to include but not be limited to:
  - a. Serve as a triage nurse for Behavioral Health clinic, addressing client phone calls, queries from clinical and clerical staff, and from other medical providers related to expediting service for clients deemed to be in need.
  - b. Serve as case manager and client navigator of the Behavioral Health Program clients.
  - c. In collaboration with the Licensed Counselors, determine annual budget needs for the Behavioral Health program. Requests will be supported by service projection data for the upcoming fiscal year and service data related to current fiscal year activities.
  - d. Maintain current knowledge base related to Behavioral Health current practice. Review and coordinate ongoing update of agency policies and standing orders to reflect current guidelines.
  - e. Assume the lead role in preparing for programmatic audits conducted by the agency and develop and implement a corrective action plan should audit findings require one. Work with the Nursing Director to ensure agency audits for Behavioral Health records are conducted in accordance with the agency QA Policy.
2. Attend Behavioral Health training as necessary to remain knowledgeable and proficient in the coordination and provision of Behavioral Health services.
3. All health department staff may be called upon to work as part of a Public Health Response team in the event of a public health emergency. Training to prepare staff for roles in relation to public health emergency responses will be required.

#### Direct Service:

1. Receive referrals from physicians or self-referrals from clients. Evaluate referrals for all needed information. Obtain any missing information needed to triage client for appointment scheduling.
2. Provide pre-appointment intake as needed for additional information for triaging client for appointment.
3. Schedule initial intake appointments and complete initial intakes on Behavioral Health clients.
4. Assist the Licensed Counselors in providing care to clients.
5. Assist in scheduling appointment for telepsychiatry with psychiatrist.
6. Conduct vitals assessments for telepsychiatry appointments.
7. Assist Licensed Counselors and psychiatrist with communicating with primary care provider the recommendations for medication.
8. Complete follow-up services for clients, e.g. Return appointments, out processing.
9. Link clients with Peer Support Specialists as needed.
10. Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Considerable knowledge of, and skill in, the application of nursing theory, practice, principles, and techniques employed in the field of public health and related programs; considerable knowledge of and ability to apply the principles and practices of public health; knowledge of available resources and organizations and the ability to coordinate these as needed; general knowledge of current social and economic problems relating to public health, including health disparities; ability to plan, coordinate, and oversee the work of others; ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions; ability to work in partnership with patients and with other service providers to elicit needed information and to maintain effective working relationships; ability to record accurately services rendered and to interpret and explain records, reports, and medical instructions; adequate computer skills to allow communication, patient record documentation, and accessing of information.

### **Minimum Education and Experience:**

- Graduation from an accredited school of professional nursing and one year of professional nursing experience.

### **License and Certification Requirements:**

- A current license to practice as a Registered Nurse in North Carolina by the North Carolina Board of Nursing
- CPR certification
- Valid North Carolina driver's license

### **Benefits**

This is a contract, grant funded position hired through the North Carolina Alliance of Public Health Agencies

- \$650/month medical stipend for health insurance
- Paid time off (Accrue 8 hours/month) and Paid sick leave (Accrue 8 hours/month)
- Paid holidays
- 401k option (After one year of employment and 1,000 hours worked)

**Opening Date:** January 7, 2025

**Closing Date:** Open Until Filled

**Hiring Salary:** \$60,548/Annual

**Hours of Work:** Monday-Friday 8am-5pm.

Qualified candidates must apply online at [www.ncapha.org/employment\\_center](http://www.ncapha.org/employment_center)

Pre-employment drug screening, background check, driving record, and/or credit check will be required as a pre-condition of employment.

Beaufort County is an Equal Opportunity Employer.