

**Coastal Horizons Center, Inc.**  
**Job Announcement**

**Date of Announcement:** October 16, 2009

**Job Title:** Psychiatric Nurse – Part Time

**Location:** Burgaw, NC. (Pender County)

**Job Duties:**

- Nursing assessment with client prior to client being seen by psychiatrist
- Staff case with psychiatrist
- Follow up w clients after psychiatric appointments, schedule next appointment, review prescriptions and answer questions
- Documents nursing forms, notes, etc.
- Reviews PCPs and ensures all documentation and signatures are complete
- Answers client phone calls about medications, side effects, etc
- Coordinates w psychiatrist about client questions and concerns, side effects, medication response, changes, etc.
- Schedules psychiatric evaluations and medication checks
- Ensures meds only clients' charts are complete and up to date
- Completes assessments for Hospital Discharge Clinic clients
- Assists w discharges and discharge Form Bs

**Qualifications:** Registered Nurse or Licensed Practical Nurse.

Prefer basic familiarity with using computerized record keeping and one year experience working in the mental health/substance abuse field.

**Job Status:** Part-time, permanent (16-24 hours per week ),  
Flexible daily schedule, Monday through Friday;

**Hourly Rate/Salary:** Commensurate with degree, education and experience.

**Job Availability:** Immediately

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