



**Mental Health & Substance Abuse Services**  
Servicios de Salud Mental y Abuso de Sustancias

## REGISTERED NURSE

CETPA, Inc. Is Georgia's only Latino behavioral health agency licensed by the State and nationally accredited by CARF to provide integrated outpatient mental health and substance abuse services in English and Spanish.

CETPA, Inc. is a nonprofit organization dedicated to providing affordable, linguistically and culturally appropriate substance abuse and mental health treatment and prevention services to the Latino community in Georgia.

[www.cetpa.org](http://www.cetpa.org)

CETPA is currently recruiting a **Registered Nurse** for immediate part time opening in Norcross, Georgia.

Competitive salary with language incentive pay and generous benefit package available based on work experience.

**Student Loan Repayment Program:** CETPA is an approved site for the National Health Service Corps (NHSC) and applicants with a specialization in Psychiatric/Mental Health will be eligible for the Public Service Loan Forgiveness Program.

### **A. REQUIREMENTS**

- Current, unencumbered state license to practice as a Registered Nurse (RN)
- Minimum one (1) year of nursing experience required with behavioral health service preferred
- Preferred Bilingual English and Spanish
- Current CPR and First Aid certification
- CPR and First Aid Trainer Preferred.

### **B. SPECIFIC DUTIES & RESPONSIBILITIES**

#### **Registered Nurse Job Responsibilities:**

Promotes and restores patients' health by completing the nursing assessment; collaborating with physicians and multidisciplinary team members; providing physical and psychological support to patients, friends, and families; supervising assigned team members.

- a) Administers laboratory testing services including the collection of blood and urine (when needed).
- b) Assists Medical Director with providing medical clearance for patients entering treatment.
- c) Places and reads PPD tests and performs nursing assessment and vital signs check as part of client's physical examination.
- d) Provides medical guidance to the clinical staff for patient care monitoring, patient incidents and other clinical issues in the absence of the medical director.
- e) Obtains and records patient's vital signs and weight.
- f) Assists Medical Director and Physician Assistant with patient examination as needed.
- g) Reviews physician's orders, lab requests, or follow-up needs with patient.
- h) Documents services performed for billing purposes.
- i) Follows up with patients who miss appointments.

- j) Follows up with patients on lab results, including the scheduling of any additional tests.
- k) Will act as **Safety Officer** of CETPA and will abide by the duties outlined in the Emergency Response Plan (ERP), and the Emergency Action Handbook (EAH).

**Registered Nurse Job Duties:**

- Identifies patient care requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand care requirements.
- Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families.
- Promotes patient's independence by establishing patient care goals; teaching patient and family to understand condition, medications, and self-care skills; answering questions.
- Assures quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following clinic's policies and procedures for patient cares.
- Resolves patient problems and needs by utilizing multidisciplinary team strategies.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations; calling for assistance from health care support personnel.
- Complies with pertinent agencies as mandated reporter in cases of suspected child neglect abuse.
- Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.
- Documents patient care services by charting in patient and department records.
- Maintains continuity of care clinic's staff members by documenting and communicating actions, irregularities, and continuing needs.
- Maintains patient confidence and protects operations by keeping information confidential
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains nursing supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; using equipment and supplies as needed to accomplish job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
- Contributes to team effort by accomplishing related results as needed.

**Registered Nurse Skills and Qualifications:**

Clinical Skills, Infection Control, Nursing Skills, Physiological Knowledge, Administering Medication, Medical Teamwork, Multi-tasking, Listening, Verbal Communication, Health Promotion and Maintenance

If you meet these qualifications, and those of the Job Description, please send your resume to Elhy Solis at [esolis@cetpa.org](mailto:esolis@cetpa.org).

On the "Subject Line", please write Registered Nurse