

**County of Grundy--Job Posting  
Health Department**



Date of Posting: April 27, 2022  
Applications Accepted Until: Posted until filled  
Job Title: Public Health Nurse (Psychiatric)  
Employee Status: 28 hrs/week, non-exempt  
Union Affiliation: AFSCME  
Rate: Commensurate with Experience

**SUMMARY**

The Behavioral Health Division is a community mental health and substance use prevention and recovery program designed (under the direction of the IL Department of Human Services) to provide Grundy County residents aged 7+ with therapy and psychiatric medicine.

The ideal candidate will work cooperatively with staff and partner agencies for the intervention, assessment, education and treatment of clients seeking services related to mental health, substance use and psychiatric medicine. Public Health Nurse may also work with Treatment Alternative Court programs (Mental Health and Drug Court). Under the supervision of the Director of Behavioral Health, the candidate will be capable of critical thinking, sound judgement and working independently, while quickly learning the balance with teamwork for the optimal treatment of each client.

Though the primary focus of this position is psychiatric care, the Public Health Nurse must be available to be trained in and work with other public health programs of Grundy County as needed, such as WIC, Family Case Management, School Nursing and Communicable Disease.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Demonstrate knowledge of and intrinsic compassion for the issues faced by the population served in the Behavioral Health Division.
2. Responsible for performing needed screening, assessments, monitoring, documentation, treatment plan reviews and other essential duties for Behavioral Health clients, including Treatment Alternative Court clients (Mental Health Court/Drug Court).
3. Provide medication administration and monitoring for Behavioral Health clients under the supervision of psychiatric provider.
4. Provide support to psychiatric provider in terms of preparation of and follow through with client documentation.
5. Works collaboratively with therapists, psychiatric provider, insurance companies and pharmacies to ensure clients receive needed services.
6. Assist clients in gaining access to and obtaining necessary services for their health and welfare through referrals to other agencies when the health department cannot meet their needs.
7. Conducts ongoing medication inventory and meets with pharmacist annually per accrediting body requirements for medication inventory needs.

8. Is able to work well and communicate effectively with all members of the Health Department team.

**MINIMUM REQUIREMENTS:**

Required Licensed Practical Nurse (Illinois), Registered Nurse preferred. Professional experience in mental health and psychiatric medicine preferred. Bilingual English/Spanish preferred but not required.

A valid driver's license and proof of insurance are required.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand and walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

*The job description does not constitute an employment agreement between the employer and employee. This position is funded by grant dollars. At the conclusion of the grant period, if no additional funding is available or allocated, this position may be eliminated.*

Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with "Public Health Nurse (Psychiatric)" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450.

***No phone calls please.***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*