

DUPAGE COUNTY HEALTH DEPARTMENT

Employment Opportunity

Posted From: August 20, 2009

Applications accepted until the position is filled.

Job Title:	Psychiatric Nurse	Job Code:	7613
Department:	Mental Health Services, Wheaton		
Schedule:	Part-time, 20.0 day shift hours per week, flexible schedule except for Wednesday 8:30am-5pm and Friday 10am-4:30pm		
Grade:	207	Salary Range:	\$20.31 hr. – \$25.39 hr.
Contact:	Sue Mroch Human Resources	Phone:	(630) 682-7979, extension 7555
		Fax:	(630) 221-7811

Responsibilities include:

- Performs nursing and case management activities
- Maintains relationships with drug representatives
- Calls in medication refills
- Meets with psychiatrists to review procedures related to client care
- Reviews and signs health histories
- Consults with staff, clients and families regarding medical and medication issues
- Approves paid medication applications
- Logs in sample medications; disposes of expired medication
- Provides consultation services
- Reviews lab results and hospital test results
- Refers clients to other county and state resources as needed
- Participates in emergency response activities as assigned

Requirements include:

Completion of Bachelor's Degree in Nursing or equivalent combination of training and experience and three years of psychiatric nursing experience preferred; currently licensed as Registered Nurse in the State of Illinois.

Preferred candidate will have good knowledge of practices and principles of nursing and psychiatric nursing; experience establishing effective working relationships with clients, nurses, physicians, and the public.

Interested applicants should submit a resume and completed application to:

DuPage County Health Department

Attn: Human Resources

111 North County Farm Road

Wheaton, Illinois 60187

(630) 682-7979, extension 7555

Fax (630) 221-7811

hr@dupagehealth.org

Applications available at address noted above or on the web at www.dupagehealth.org.

The DuPage County Health Department is an Equal Opportunity Employer.