



**New Directions<sup>®</sup>  
Northwest Inc.**

**Administrative Office**  
(541) 523-7400  
Fax: (541) 523-4927  
2100 Main Street, P.O. Box 1005  
Baker City, OR 97814  
[www.newdirectionsnw.org](http://www.newdirectionsnw.org)  
Chief Executive Officer: Shari Selander

*New Directions for Positive Changes....*

*"Specializing in helping people with Alcohol, Drug, and Gambling Addictions, Mental Health, Developmental Disabilities and Prevention."*

## POSITION DESCRIPTION

Name: Employment Status: **Regular Full-Time**

Program: **Total Health** Exempt/Non-Exempt: **Non-exempt**

Class Title: **Medical Assistant (LPN)** Effective Date: **June 2018**

General Purpose: Primary responsibility is assisting the Psychiatric Nurse Practitioner in performing their duties and carrying on the necessary functions required in accordance with established policies and procedures.

Supervision Received: This position works under the direct supervision of the Program Director. With input from Nurse Practitioner

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Obtain patient's weight, height and vital signs.
- Using information provided by the Psychiatric Nurse Practitioner and gathered during face-to-face interaction with individuals receiving outpatient services, draft treatment plans, progress notes and quarterly reviews for physicians' approval, according to licensure, Medicaid and other third party insurance regulations.
- Maintain assigned clinical documentation in the electronic health record.
- Acquire individuals' electronic signatures on disclosure of information and other required agency forms.
- Provide medication case management, to include observing/assessing individual's behavioral, physical and medical status; providing medication education; reaching out to individuals relative to missed appointments; and providing community resource information for medical needs and the identification of other behavioral health needs.
- Collaborate and coordinate with clinical staff transitioning individuals into and out of medication only services.
- Respond to calls relative to medication errors and routine medical information, conferring with the Psychiatric Nurse Practitioner, as necessary.
- As directed by the Psychiatric Nurse Practitioner, follow-up on medical concerns, including lab results and the individual's transition to other behavioral health services.
- Assist Psychiatric Nurse Practitioner with medication management services.
- Perform other position-related duties as assigned by the Psychiatric Nurse Practitioner and/or the Program Director.

**Baker House: Womens Program**  
(541) 523-6581  
Fax: (541) 523-9237

**Baker House: Mens Program**  
(541) 523-8320  
Fax: (541) 523-8325

**Recovery Village Women & Children  
Residential**  
(541) 523-4049 Fax 541-523-4062

**New Directions Program at Powder  
River Correctional Facility**  
(541) 523-9894 Fax: 541-523-8067

**Behavioral Health and Wellness**  
(541) 523-3646  
Fax: (541) 523-7602

**Prevention Programs:**  
Substance Abuse  
Mental Health Promotion and Prevention  
(541) 524-9070 Fax: 541-524-9077

**Developmental Disabilities**  
(541) 523-8366  
Fax: 541-523-4927

**Total Health Program**  
(541) 524-9070  
Fax: 541-524-9077

## **MINIMUM REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

High school diploma or equivalent GED certificate supplemented with additional work experience and/or education in office systems and computer systems. Must have at least two years of experience as an Office Specialist II; or must have a minimal of 3 years experience performing business office functions. Must be computer literate and have the ability to utilize word processing and spreadsheets, and learn clinical software systems. Additional experience in office administration and team leadership is desirable.

### **Other Skills and Abilities**

**Knowledge:** Considerable knowledge of office principles and practices; medical and medication-related documentation and the standards thereof; basic knowledge of the mental health, intellectual disabilities, and substance using population; the medications commonly prescribed to the population served and related psychiatric and medical terminology; an EHR and other computer applications (Word, email, etc.).

**Skills:** Must be able to draft and complete medical and medication-related documentation using an EHR in accordance with regulatory and NDN standards. Good organizational and time management skills are essential. Must be able to accurately type a minimum of 60-65 WPM. Must have in-depth knowledge of standard office equipment to include computer, phone system, copier, and fax machines. Must exhibit excellent customer service skills toward both clients and coworkers.

**Abilities:** Must be able to communicate information in both oral and written form with the ability to present and exchange information internally across teams and co-workers, and externally with clients and the public. Information communicated ranges from routine/basic information to complex and confidential information. Must be able to work effectively and constructively with Office Supervisor, the Total Health team and the general public. Must have the ability to handle simple personnel matters and communicate issues appropriately with staff and supervisor. Must be able to work with minimal supervision. Must be able to work collegially with all other professions and should demonstrate tolerance of those with different opinions and/or attitudes.

## **TOOLS AND EQUIPMENT USED**

Computer, fax machine, copy machine, and telephone; and understand, communicate.

## **PHYSICAL DEMANDS**

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 this job, the employee is regularly required to reach with and fully utilize their hands and arms. The employee is frequently required to stand, walk, talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**VALID OREGON DRIVER'S LICENSE**

Must possess a valid driver's license and be insurable for client service purposes and for travel between business offices and to attend required meetings and/or trainings. Employee may also be required to provide client transportation on occasion. Utilize company owned vehicles when available. Must pass all criminal history check requirements as required by ORS 181.536 – 181.537 and in accordance with OAR 410-007-0200 – 410-007-0380.

This position requires the employee to dress in a professional manner at all times at all times.

Will you be able to perform the essential functions of this job, with or without reasonable accommodation?

Please initial one  Yes  No

If no, please describe any accommodation needed: \_\_\_\_\_

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature



