



## **Behavioral Health Nurse**

**Job Category:** Behavioral Health

**Job Status:** Part-time

**Reports to:** Dr. Michele Kilo

**Responsibilities:** Primary responsibilities include but are not limited to:

- Provide prompt response to patient's parents questions and concerns regarding medication issues, problem behaviors, and medication refills
- Facilitate all communication with patients, families, pharmacies, and any other professionals involved in patient care coordination
- Coordinate and communicate scheduling patient appointments
- Execute medication reconciliation
- Document assessments, interventions, evaluations, and progress toward outcomes in the patient record
- Complete paperwork for medication Prior Authorizations and renewals
- Complete referrals to other physicians and lab requests
- Complete patient check in tasks including taking patient vitals
- Provide patients and families with education and resources based on needs
- Advocates for the needs of patients and families, providing compassionate and culturally appropriate care

**Qualifications:**

- RN or LPN licensed in Missouri and 1-2 years of experience working with children in a behavioral health care setting
- Excellent communication skills
- Strong organizational and time management skills
- Flexible self-starter
- Ability to multi-task while being attentive to detail

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